Franklin County
Where Government Works

Basic BRASS Instructions

Table of Contents

Basic BRASS Instructions

Section 1 – Introduction

Overview

The Budget Reporting and Analysis Support System (**BRASS**) automates the budget preparation process and much of the budget execution process. This course will cover the basics of the BRASS system.

Objectives

By the end of this topic, you will know:

- The scope of training course
- The difference between **BRASS** and MUNIS
- How **BRASS** is used in Franklin County
- The key tools of **BRASS -** budget forms, SBFS, spreadsheet views, and reports
- The **BRASS** structure

Scope of Training Course

This course will cover the basic tools and functionalities of **BRASS**.

Difference between MUNIS and BRASS

BRASS is not an accounting, payroll, human resource or position control system. MUNIS is and will remain the County's official financial system. Payroll, purchase orders, vouchers, etc. will continue to be processed utilizing MUNIS. **BRASS** is a budget preparation system and a decision support tool. **BRASS** and MUNIS will share information. **BRASS** will receive monthly actuals, revised budget, etc. from MUNIS and MUNIS will receive the original budget from **BRASS**.

How BRASS Will Be Used at Franklin County

- Budgetary/Performance Analysis
- Formulation of Agency/Program Budget Requests
- Providing Information for Decision Making by Agencies, OMB, County Administrator and Board of Commissioners
- Publishing the Annual Budget Document
- Budget Execution
- Data Consolidation

Budgetary/Performance Analysis

BRASS brings in historical data information from prior fiscal years for budget preparation and monthly actuals for current year analysis. **BRASS** can be used to monitor actuals vs. budget and to prepare revenue and expenditure forecasts, i.e. quarterly reports. This functionality will continue to be more useful for Franklin County in future years.

Formulation of Agency/Program Budget Requests

BRASS is used to enter, change, report, and submit budget requests for the County. Agencies prepare performance targets, expenditure budget requests and revenue estimates for the coming year.

Providing Information for Budget Decision Making by OMB, County Administrator and Board of Commissioners

BRASS is the vehicle to submit performance targets and budget requests for review by OMB and the County Administrator, as well as the Board of Commissioners. The County's budget staff has the tools to support the budget decision-making process. This functionality automates the budget process and enables the County to support the budget decision-making process through the use of a relational database where information is organized and used many different ways.

Publishing of the Annual Budget Document

BRASS provides the performance and budget reports necessary to support the production of the annual budget document. This function enables the County to meet the requirements for the budget document, and supports the display and presentation of the County's performance-based budget to the public.

Budget Execution

BRASS provides the County the ability to pass information from budget requests to budget recommendations to approved budget. The approved budget is passed on to MUNIS. BRASS information provides decision analysis support for budget execution throughout each fiscal year. It also enables the County to pass actual financial information from MUNIS to BRASS for analysis.

Data Consolidation

BRASS provides automatic consolidations or "roll-ups" of budget information. This function enables the County to consolidate performance data and budget information from the detail location level all the way to the County-wide level. The County is able to more easily produce reports and information that consolidate Funds, Organizations, Expenditures, Revenues, Performance Measures and other budgetary information within **BRASS**.

Key Tools of BRASS

Budget Forms

BRASS uses online entry templates, called **budget forms** (explained in more detail in Section 4), to enter information into the system. Budget forms appear similar to spreadsheets and are accessed from the list of forms authorized for use. Each budget form consists of an "Outside" screen, used to define the Program and/or Fund that each form covers, and an "Inside" screen, where data is actually entered.

Salary and Benefits Forecasting System (SBFS)

The Salary and Benefits Forecasting System (SBFS) portion of BRASS (explained in more detail in Section 3) contains key information about every budgeted position, including salary and benefit/supplemental expenses. SBFS produces accurate salary and benefit projections for existing, vacant and requested positions. This function enables the County to automate the calculations of salary and benefit costs and run various salary increase scenarios.

Spreadsheet Views

Spreadsheet Views (explained in more detail in Section 5) display information from BRASS in table format similar to a spreadsheet. However, since data in BRASS resides in a relational database rather than a two-dimensional spreadsheet, views can be used to display information at different levels of detail and from more than one budget form. Users can zoom in on information for more detail. "Public" views have been created for all users, and experienced users can learn to construct and customize their own spreadsheet views, referred to as personal views.

Information contained in spreadsheet views can also be exported into other Windows® programs, such as Excel or database programs, for further analysis or modeling.

Reports

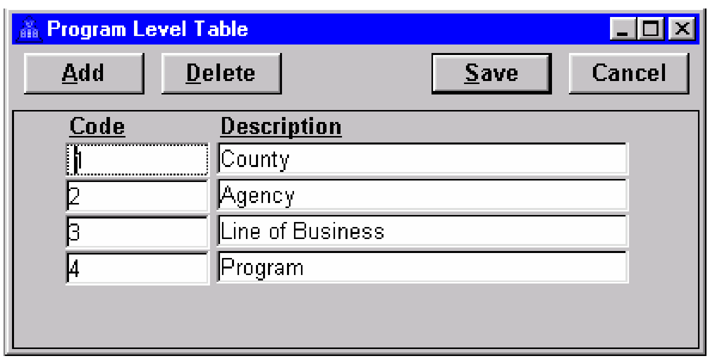
Reports (explained in more detail in Section 6) have been created from pre-designed **BRASS** templates or InfoMaker report writer. **BRASS** reports can be run by end users and can be run at different levels of detail. **BRASS** reports can be run directly from your workstation, viewed on your screen, and printed to your connected printer.

BRASS Structure

Several of the **BRASS** chart of accounts elements, such as Program, Location and Fund, are hierarchical. **BRASS** allows up to ten levels in each hierarchical chart of accounts elements. Information at lower levels rolls-up (i.e. consolidates) to all levels above it. Units in the Program field can be set up as Consolidating (roll-up) or Non-consolidating (entry only) units. These are represented in **BRASS** as a "**C**" for Consolidating and an "**N**" for Non-Consolidating. Data entry occurs only at N-level programs; the C-level programs are roll-ups.

Program

The levels in the Franklin County Program chart of account element are shown below. These levels are defined in a table where the Program, Line of Business, Agency, and all of their "roll-ups" or consolidations are identified. The Program element is also used to determine each user's security access.



An example of the hierarchical nature of the Program element at Franklin County is shown below:

Level	Example
1 County	COUNTY – Franklin County
2 Agency	59_FCCS – Children Services
3 Line of Business	59A1-Protection
4 Program	59A102-Child Protection & Family Services

The layout of the Program code in BRASS is as follows:

59 A1 02

Agency Line of Business Program

By understanding the hierarchical structure of the chart of accounts elements, you will be able to easily obtain detail or summary reports of the data you need. For example, selecting a report for Program 59A102 Child Protection & Family Services will provide data for that specific Program. However, selecting a report at the Line of Business level on Program 59A1 Protection would provide information on all programs under 59A1 Protection, including 59A101 Protective Assessment & Intervention and 59A102 Child Protection & Family Services.

Location

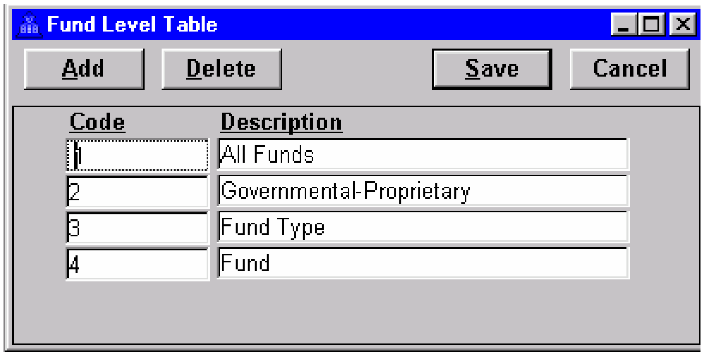
The Location chart of accounts element is also hierarchical and is separate from the Program element. The Locations define a different level of detail than the Program structure.

An example of the hierarchical nature of the Location element at Franklin County is shown below:

Level	Example
1 All Locations	ALL_LOC – All Locations
2 Agency	59-FCCS – Children Services
3 Location Grouping	59_02 – North Region
4 Location Detail	59A10202 – North - Child Protection & Family Services

Fund

The Fund chart of accounts element in BRASS rolls up in a similar manner. The levels within the Fund hierarchy table are as follows:

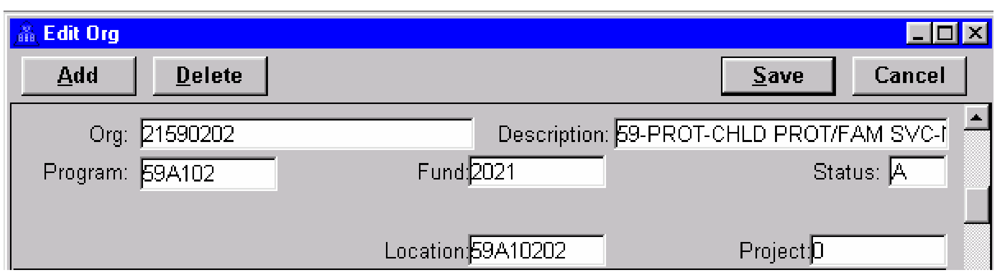


Project

The Project element in **BRASS** is set to default to zero. However, the same Project codes that are set up in MUNIS are also available in **BRASS** for your use.

Orgs

Orgs in BRASS represent a combination of a Program, Fund, Location and Project. The Orgs in BRASS are the same Orgs that are set up in MUNIS.



The layout of the Org code is as follows:

<u>21</u> <u>59</u> <u>02</u> <u>02</u>

Fund Reference Agency Program Location

Lines

Lines in BRASS are displayed as rows. Lines represent objects of expenditure, revenue source codes, performance measures and certain non-financial units of measure (i.e. numbers of positions). The Lines table also includes multi-posting roll-ups and summary codes (i.e. lines for different salary and benefit objects which roll up to a line for total personnel costs). Expenditure object codes and revenue source codes in BRASS are the same object codes established in MUNIS, the County's financial system.

Columns

Columns represent periods of time (January, Current Year, Actual 2001, etc.) or stages in the budget process (agency request, recommended budget, etc.). Columns can also multi-post (example: baseline budget request + decision package requests + IT budget requests = total agency request).

Franklin County
Where Government Works

Basic BRASS Instructions

Section 2 – Getting Started

Overview

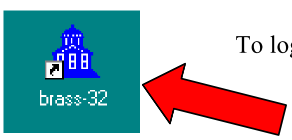
Now that you understand how **BRASS** will be used and how it is set up, it is time to enter the system.

Objectives

By the end of this topic, you will be able to:

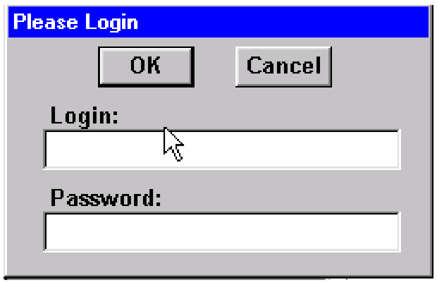
- Log into **BRASS**
- Navigate within **BRASS**
- Establish/change your password
- Understand Info Edit and be able to access Program Information Table records for your agency and add narrative and descriptive information.

Logging on to BRASS



To log on to **BRASS**, double click on the icon on your desktop.

When the Database selection window appears, select the appropriate database and click **OK.**



The **BRASS** Login screen will appear. Enter your User ID. If you do not have a password set up yet, do not enter anything in the Password field. Instructions to establish a password are provided later in this section.

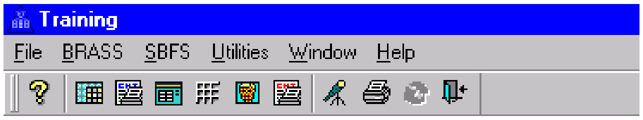
Click **OK.**

Navigating in BRASS

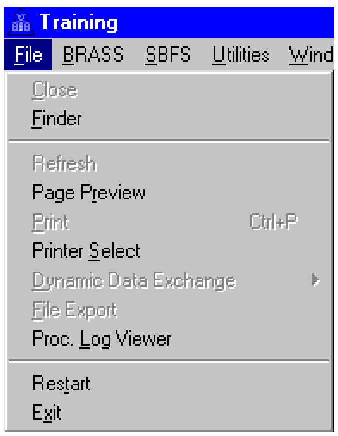
The following section describes the **BRASS** desktop and basic navigational features of **BRASS**. Depending on your security access, the drop down menus and the choices on those menus may be different from the illustrations shown here.

Most Windows functions are available in **BRASS**. You can drag windows around on your screen; tile, layer, or cascade them; and you can have more than one window open at the same time. You can widen or narrow data entry fields by dragging them wider or narrower. You will use your mouse and the Tab key to move around the desktop.

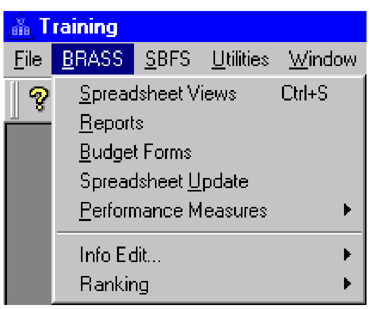
BRASS uses a typical Windows Toolbar to assist users in maneuvering through **BRASS** functions. This toolbar organizes the commands in **BRASS** so the user can find and use them quickly. You can easily hide, display, and move the toolbar. The toolbar contains images so you can quickly associate a **BRASS** or SBFS command with its corresponding image. The Toolbar is turned on through the Windows Menu of **BRASS**. Each individual user can determine whether they wish to utilize the toolbar and the toolbar's location. In the example below, the toolbar is along the top of the user's screen.



The **File** menu provides access to a "GoTo" function called Finder, printer access if your workstation is connected to a printer and file export functions.



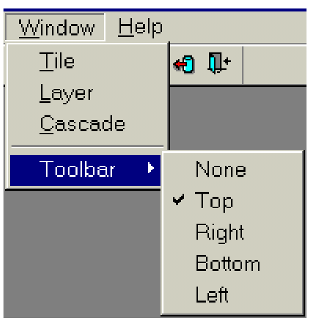
The **BRASS** dropdown menu provides access to the most commonly used functions, including Spreadsheet Views, Reports, Budget Forms, and Info Edit.



SBFS (Salary and Benefits Forecasting System) contains access to position maintenance, a position search window and reports.

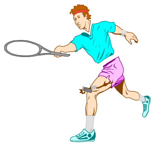
The **Utilities** menu provides only two choices for end users: System Information, which shows information on the environment and the version of **BRASS** currently being used; and Change Password, which allows you to establish and change your password.

The **Window** selection provides basic Windows functions such as tile, layer, cascade and the presence and location of the tool bar.



The **Help** menu is not currently used by Franklin County. If you need assistance regarding a system issue with BRASS, contact the BRASS Applications Administrator, Bill Ubbing, at 462-5862 or wjubbing@co.franklin.oh.us.

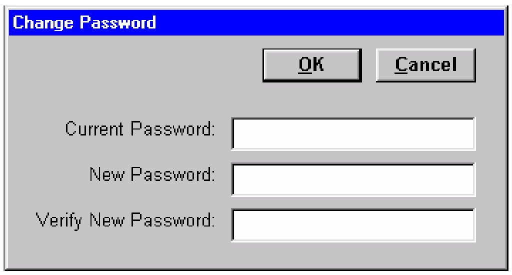
Exercise



Establishing/Changing Your Password

To establish or change a **BRASS** password, complete the following steps:

1. From the main **BRASS** screen, click on Utilities → Change Password. The Change Password window appears.



Note: Passwords can be up to thirty-two (32) characters and may include capital or lowercase letters, numbers, and special characters on the keyboard.

2. Tab to the New Password field and enter a new password. (If this is the first time you have accessed the application, you do not have a password yet, so you won't enter anything in the Current Password field.) Asterisks (*) will appear in place of the characters you enter.

3. Tab to the Verify New Password field and re-enter the password you just established.

4. Click **OK**. The next time you sign on to **BRASS**, when the 'Please Login' screen appears, you must enter your User ID and the password you just established to access BRASS.

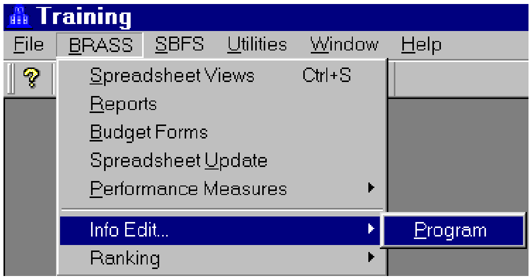
- **Remember your password: The BRASS Application Administrator does not have access to passwords. The administrator can reset the User ID to 'no password' and the user can then establish a new password.**
- **Please do not reveal your password to anyone else.**
- **Please do not allow anyone else to use your User ID and password to access BRASS.**
- **Please do not write your password on a sticky note and post it on your computer screen.**

Info Edit

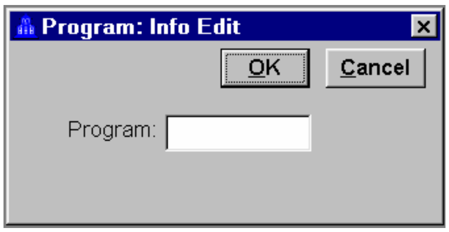
BRASS includes a function called Info Edit that permits end users to access Program, Fund, and Location information records in **BRASS** and add information in specific narrative and description fields. Specific fields have been made accessible to end users. The information included in these fields includes, but is not limited to, contact information, strategic business plan information, performance measure definitions and Ohio Revised Code references.

Editing Agency level records:

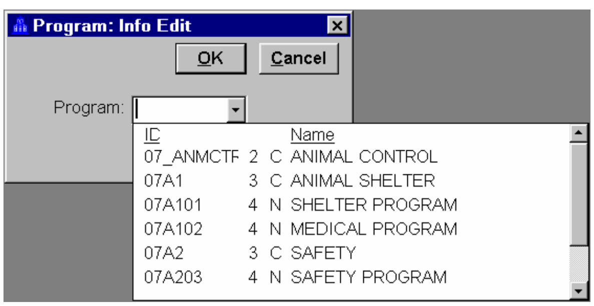
Click on **BRASS** → Info Edit → Program as shown below.



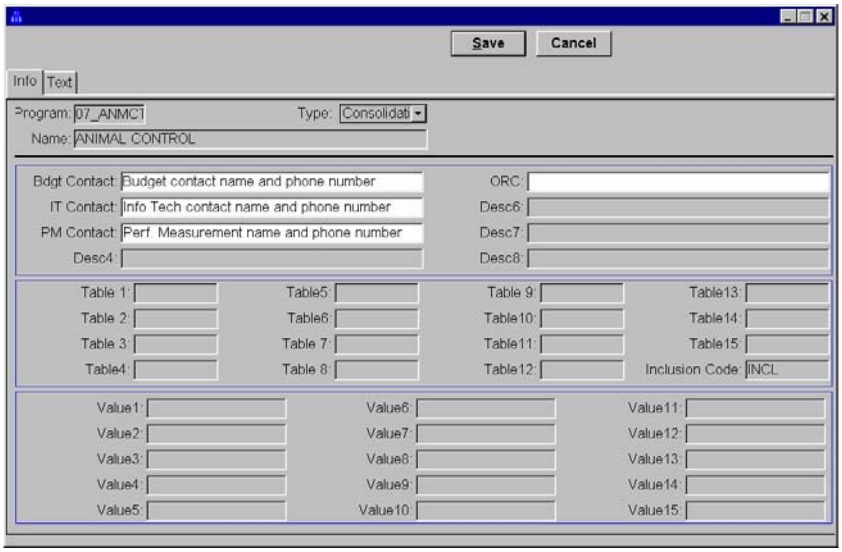
A window to pick the actual Program to edit appears:



Click in the Program field to produce a drop down list of the Program records you may edit. You will see both Consolidating and Non-Consolidating records that your User Profile permits you to access.



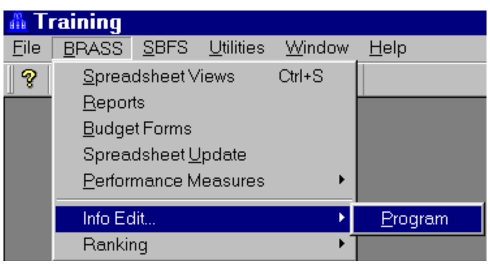
Select the Agency record (Level 2 - C) to edit and click OK. This record will appear on your screen. Only the fields you have been permitted to edit will be available:



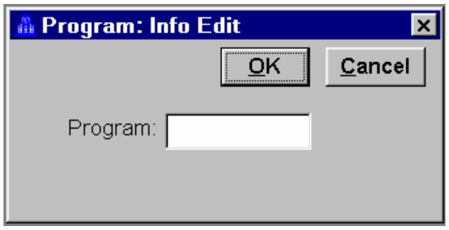
After entering/updating the necessary information, click Save to save and exit the Agency level record.

Editing the Program level records:

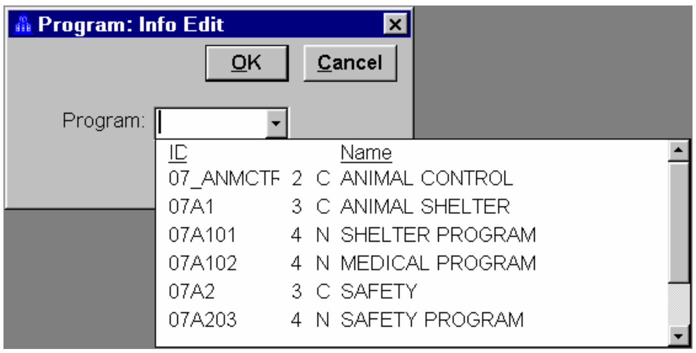
Click on **BRASS** → Info Edit → Program as shown below.



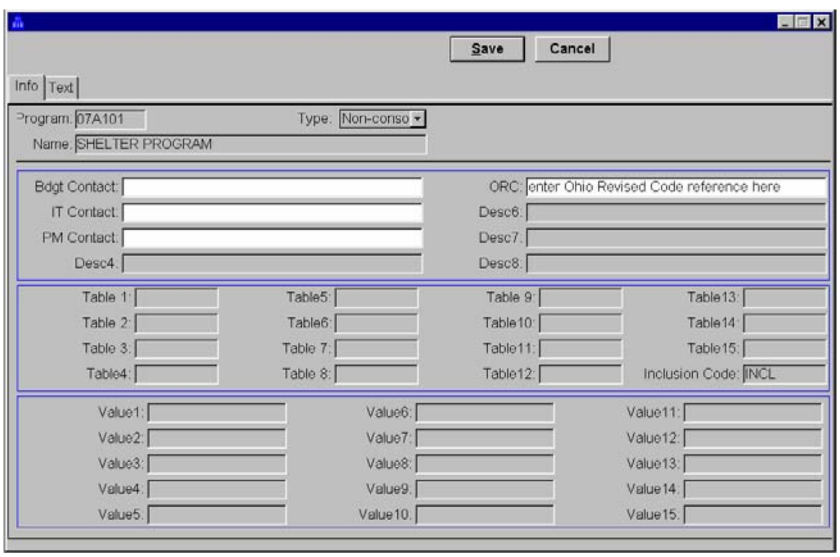
A window to pick the actual Program to edit appears:



Click in the Program field to produce a drop down list of the Program records you may edit. You will see all Consolidating and Non-Consolidating records that your User Profile permits you to access.



Select the Program record (Level 4 - N) to edit and click OK. This record will appear on your screen. Only the fields you have been permitted to edit will be available:



After entering/updating the necessary information, click Save to save and exit the record.

If information needs to be updated in each Program (Level 4), using the above procedures, open each Program (Level 4) record and update accordingly.

Franklin County
Where Government Works

Basic BRASS Instructions

Section 3 – Salary and Benefits Forecasting System (SBFS)

Overview

Franklin County agencies will use the Salary and Benefits Forecasting System (SBFS) for two important functions:

- Allocation of budgeted costs for positions across programs, funds, locations and projects (if used) within agencies.
- View and print SBFS reports for positions.

The first function will be discussed in this section and the second function will be discussed in Section 6 – Creating and Viewing Reports.

Objectives

By the end of this topic, you will be able to:

- Review position information.
- Update the allocations of salary and benefit costs of positions to different programs, funds, locations, and projects within your agency.

SBFS General Information

SBFS contains key information about each position (filled and vacant), including salary amounts and benefit/supplemental expenses. The positions entered into MUNIS position control and the related information, including allocations, have been interfaced into BRASS, as well as other information developed by County agencies or established by the Office of Management & Budget. SBFS will be used to estimate the salary and benefits costs for existing, vacant, and requested positions for the upcoming budget.

SBFS performs some key tasks:

- Calculates salary costs by position
- Calculates salary increases and includes budget in all corresponding Programs
- Calculates benefits and supplemental costs by position
- Calculates salaries for vacant positions and requested positions according to salary tables
- Allocates salaries and related costs to various Programs
- Reports on filled and vacant positions

Access to Position Maintenance

SBFS functions are located on the SBFS drop down menu:

SBFS Menu Selections

Position Maintenance – opens a selection window where you can enter the Program and other selection fields to access the Position Maintenance screens for all employees that match your selection.

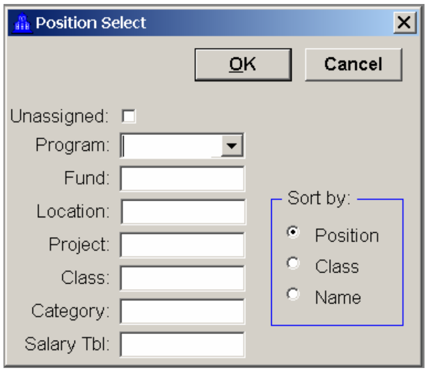
Position Search and Edit – opens a search window that can be used to produce a list of positions that meet the search criteria. The Position Maintenance screen for a specific position or employee can then be accessed.

Reports – You will learn more about this function in Section 6.

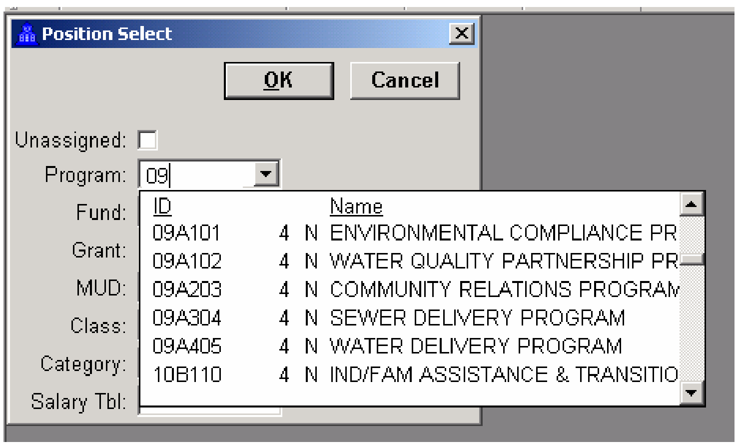
Accessing Position Maintenance Screens

Users can only access Position information for positions and employees in the agencies, programs, funds, locations, and projects to which they have been given access in their user profile.

From the main BRASS desktop, select SBFS→Position Maintenance. The Position Select screen will open. This screen provides a tool to filter the positions that will be displayed.



Click on the down arrow at the right of the Program field to produce a dropdown list of the Programs your user profile permits you to access:

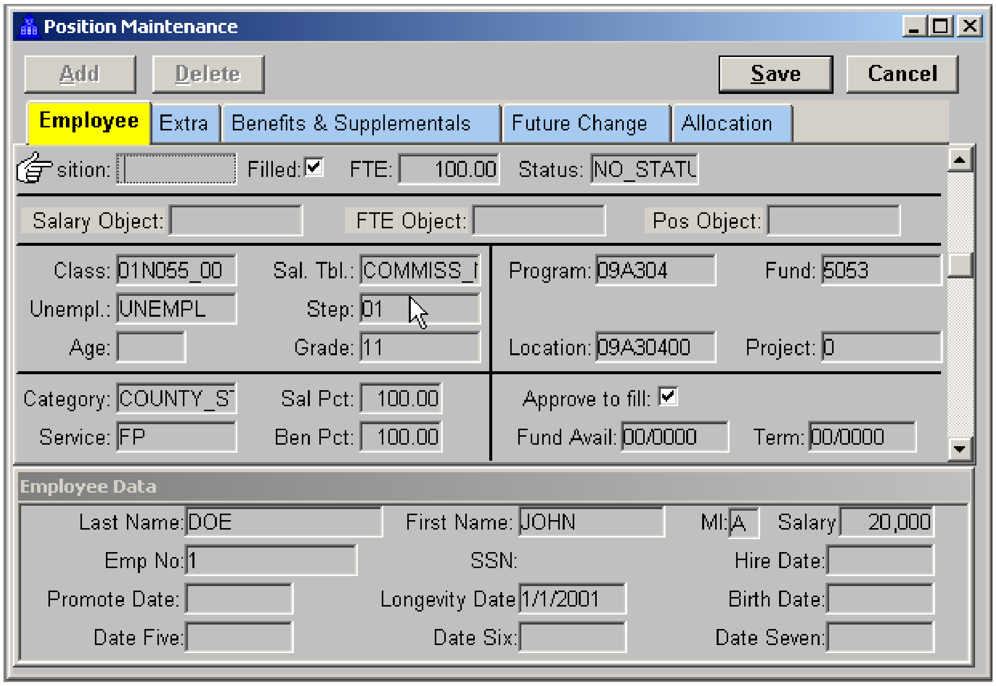


Highlight the Program you wish to see the positions. You can sort the results by position, class, or employee name by using the radio buttons in the Sort box on the right side of the screen. In addition, you can narrow the selected records to those in a single program, fund, location, project, class, category, or salary table by selecting the specific values from the dropdown lists on the left side of the screen.

Please note: Although employee data has been imported using the home org and allocations that your agency provided in the MUNIS payroll module, each position can be found only in its home program.

When you have finished entering your criteria, click OK.

The Position Maintenance screen for the first employee record in the program you selected will appear on the screen:



The Position Maintenance screen with its associated tabbed screens (Employee, Extra, Benefits & Supplementals, Future Change and Allocations) contains all the data that defines a position in the Salary and Benefit Forecasting System. Together, these screens contain sufficient information to allow very detailed projections about salary and benefit costs.

Position information (top portion of the Employee tab) describes the characteristics of a position, regardless of who the incumbent is or whether the position is filled or vacant. Typically this includes information such as FTE, class, salary table, grade, step, and home funding elements.

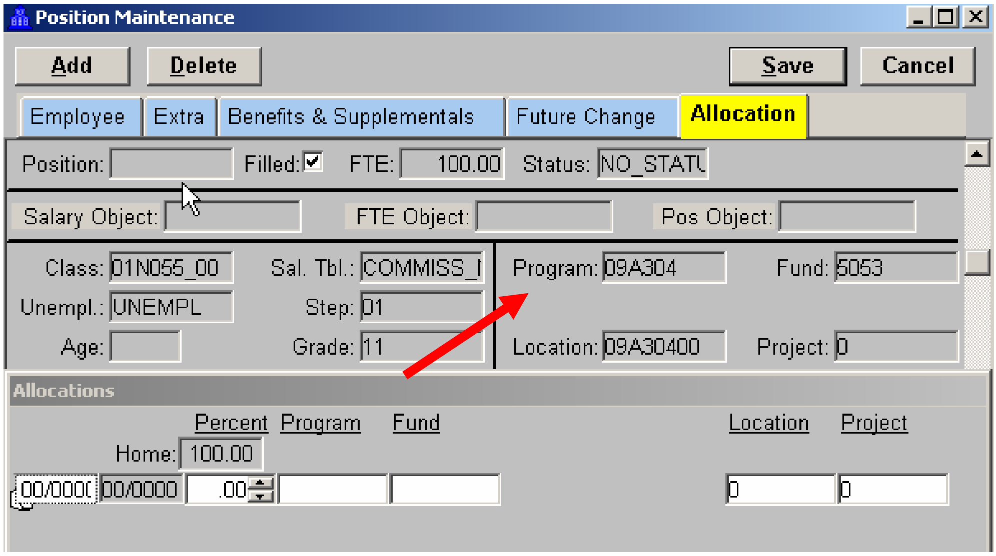
Employee information (bottom portion of the Employee tab) relates to the incumbent if it is a filled position. This information includes information such as name, salary and longevity date.

You may click on the tabs to see the information each one contains; however, the screens are grayed out because editing of position and employee information (other than allocating budgeted costs) is an administrative function. If you find information that is grayed out to be incorrect, please contact your budget analyst to make the necessary changes.

If the selection criteria on the Select Window produced multiple records, you can scroll through them by using the scrollbar on the right side of the screen.

Position Cost Allocations

Use the scrollbar to move to the position that you wish to allocate. Click on the Allocation tab.



Take note of the information shown in the fields above the Allocations screen on the right side of the Position Maintenance screen. The Program, Fund, Location, and Project (if used) are referred to as the "Home" funding string for this position. These fields identify where the salary and benefits expenses related to this position will be budgeted if the position is not allocated.

SBFS allows you to allocate the salary and benefit costs of a position to multiple funding sources based on percentages.

To allocate the costs for a position:

- In the first white cell, enter an effective date for the allocation in MM/YYYY format. The date for existing employees should be 01/YYYY (*budget year)*.

- An ending date will be calculated automatically.

- In the second white cell, provide the appropriate percentage for the allocation. The percentages can either be entered directly into the cell or use the up and down arrows to change the percentage. We recommend using whole numbers when entering the percentages.

- In the last four white cells, click on each field of the accounting structure and select an appropriate Program, Fund, Location, and Project (if used) from the drop down lists. The dropdown lists will include only those programs, funds, locations, and projects to which you have been given access in your user profile. You must select a value for each funding element (use '0 Unassigned Project' if a position is not charged to a project). Please enter only valid strings of Program-Fund-Location-Project. If you enter a string that is not currently valid, an error will occur when OMB runs an SBFS projection. If you enter a string that is not currently valid, an error will occur when OMB runs an SBFS projection. This will prevent all position allocations from being posted to BRASS and incorporated into your baseline budget. Please use the BRASS report called "Valid Orgs in BRASS by Agency" to enter the allocations. Instructions on how to run BRASS reports are covered in the BRASS Training section titled *Creating and Viewing Reports*.

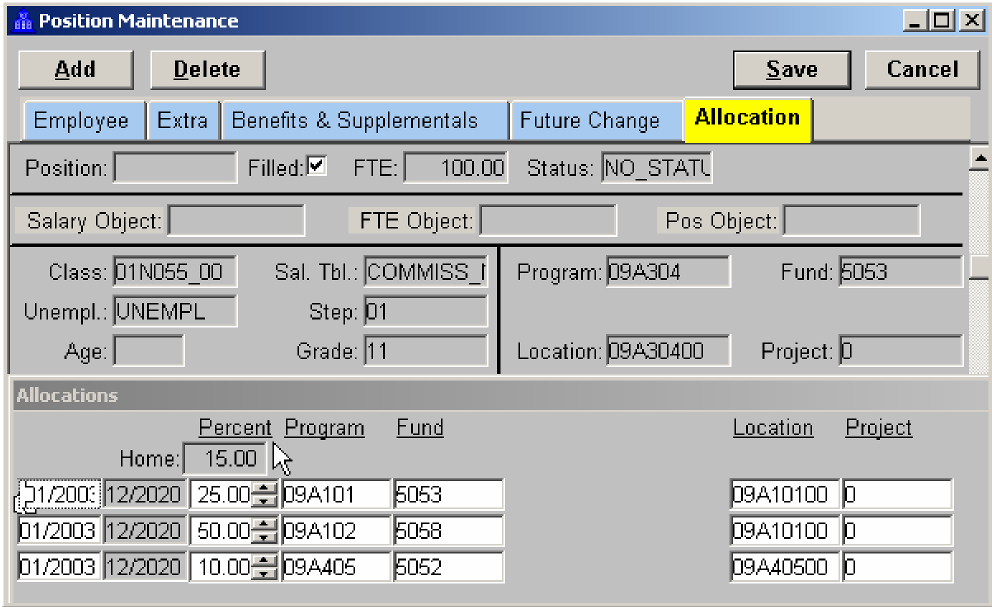
After entering the allocation data:

- To verify that only valid accounts have been entered, run an SBFS report called "Account Verification – SBFS". This report will show any invalid strings that have been entered. Instructions on how to run SBFS reports are covered in the BRASS Training section titled *Creating and Viewing Reports*. Using this information, you can go back and fix any errors that appear
- The Home Percentage shows the amount remaining in the "Home" funding string.
- Save the allocation data by clicking on Save on the position screen.
- To insert additional allocation entries, click the Add button.
- Each allocation you enter will reduce the amount allocated to the "Home" funding string.

To change an allocation, click on the Allocation tab on the position screen and then click on the appropriate field and choose the desired item from the drop down list or enter a revised percentage. The hand symbol will appear on the allocation line you are trying to change. After making your changes, don't forget to click Save.

To delete an allocation, click on the Allocation tab on the position screen and then click on the appropriate allocation line, again the hand symbol will appear on the allocation line you are trying to delete. Next, single click on the Delete button. After making your changes, don't forget to click Save.

In the example shown below, this employee has been allocated to three different Programs in addition to the "Home" funding string, leaving 15% in the "Home" funding string:

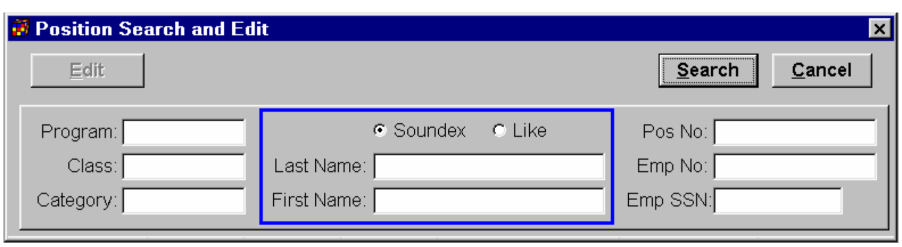


Note: The system will <u>*not*</u> *prohibit you from allocating* <u>*more*</u> *than 100% to funding strings other than the "Home" funding string! If you do this, the system* <u>*will*</u> *calculate negative costs for the "Home" funding string for this position. Please be sure that there are no negative allocation percentages (including in the Home Org) before saving and closing the Allocation tab.*

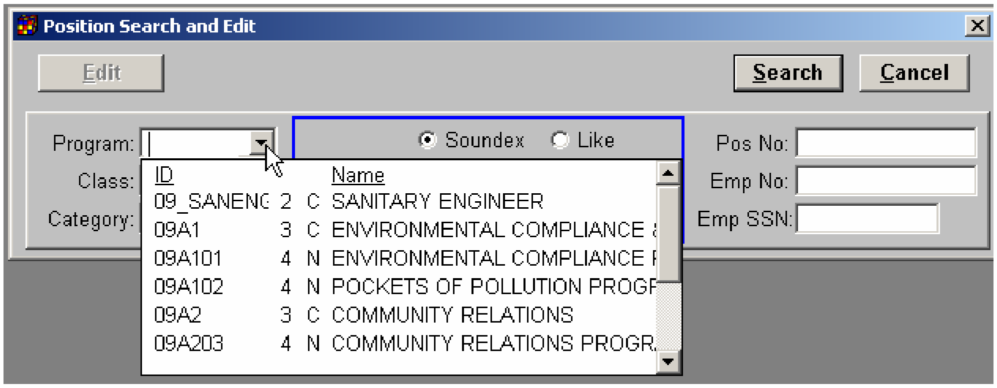
Accessing Position Maintenance Through Position Search and Edit

Select SBFS → Position Search and Edit from the main BRASS screen:

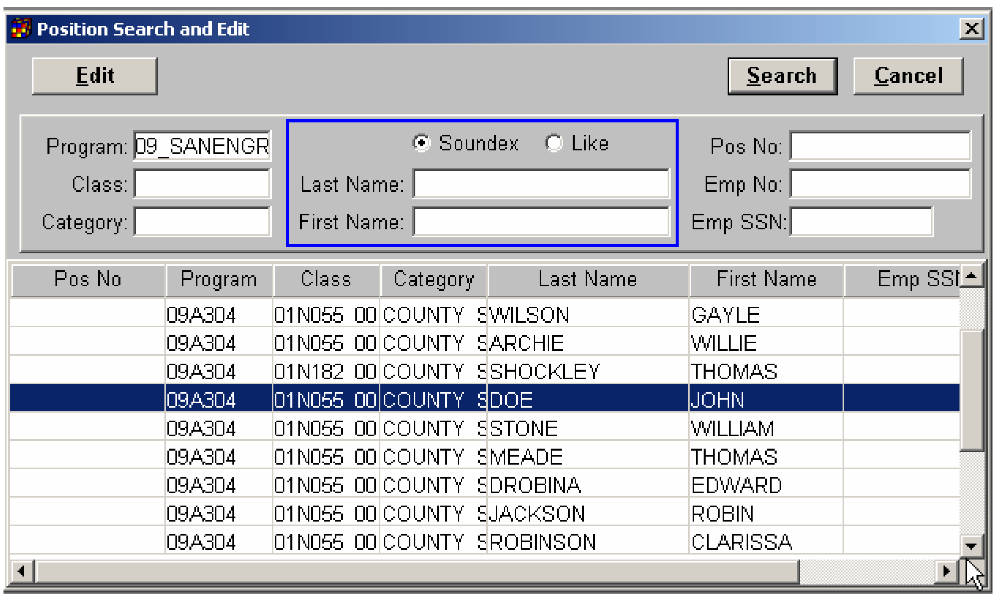
The Position Search & Edit window appears:



Only the Program field is required; all other fields are optional and serve to limit the search. The Program, Class, and Category fields have dropdown lists; entries in the remaining fields on this screen must be entered. The Program dropdown list will show both Consolidating (roll up) and Non-Consolidating (posting level) Programs to which you have been given access in your user profile. Once you have made your selection(s), click Search.



The system will return a list of positions/employees that meet your selection criteria. In the example shown below, the user has selected only the Program desired and clicked Search.

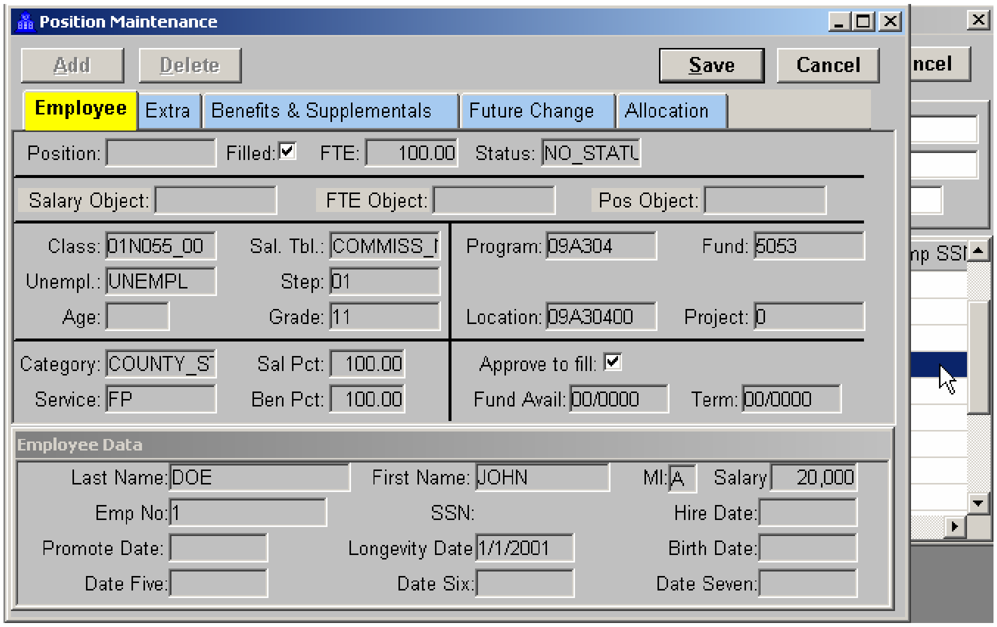


The scrollbar on the right side of the screen can be used to scroll down to see the entire list of positions and employees. The scrollbar at the bottom of the screen can be used to see additional fields to the right.

You can sort the list by any field shown by left-clicking your mouse on the field name.

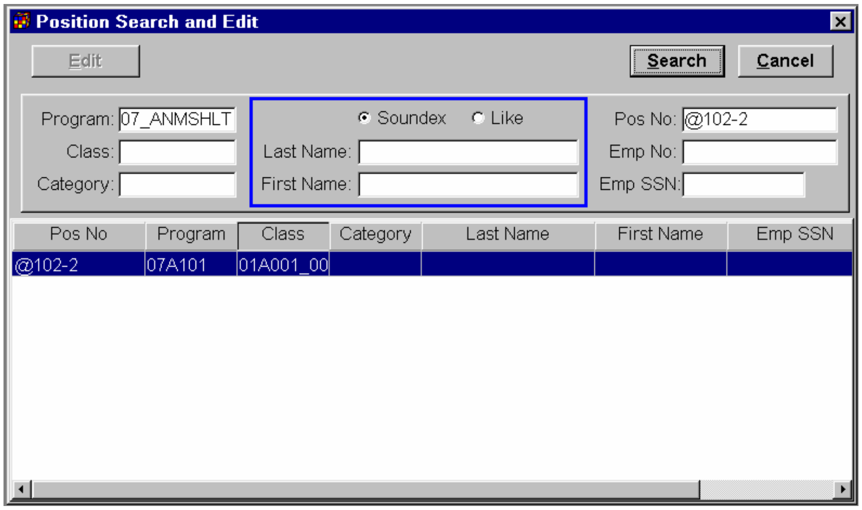
In addition, you can change the width of the fields on the screen by placing your cursor in the gray heading band between the fields, holding your left mouse button down, and dragging the line to the left or the right as desired.

To access the Position Maintenance record for a position or employee, highlight it and click Edit. The record will appear on the screen:



You can review the record and allocate its budgeted salary costs as described earlier. Note that there is no scrollbar to review additional records as there was when you accessed Position Maintenance through the Position Select window. However, if you click Save after you have edited the allocation (or Cancel anytime), the Position Search and Edit screen will remain on your screen where you can highlight a different record and click Edit to go to its Position Maintenance record.

New positions that have been requested in the upcoming budget on BRASS budget forms will have records in Position Maintenance. However, these BRASS positions must be allocated on the Position Tab in the budget form; they cannot be allocated in Position Maintenance. The position number for such positions will be preceded by an '@' sign, as shown in the Search and Edit result below:



Franklin County
Where Government Works

Basic BRASS Instructions

Section 4 – Budget Forms

Overview

Budgets are developed in **BRASS** mainly through entry in Budget Forms. Budget Forms have been set up for Franklin County and customized to meet the County's specific needs. The layout and options available can vary from one Budget Form to another.

Objectives

By the end of this topic, you will know:

- The functionality of Stages
- The basics of Budget Forms, including accessing budget forms, navigating within budget forms, and entering data
- The use of Detail Boxes
- How to access and print Budget Form Reports

Stages

Stages are the means by which forms progress through the budget preparation process. Generally, each step in the budget preparation process corresponds to a stage in **BRASS**.

The stages in **BRASS** begin with the initial entry and submission, continue through OMB review, County Administrator review, the Recommended Budget submission to the Board of Commissioners and ending with the final adopted budget.

Access to enter or change data in forms at various stages is determined by users' security. The current stage of a form governs the access to that form. For example, stages 1 and 2 are available for agency use to enter and/or review budget requests. All forms do not have the same review stages.

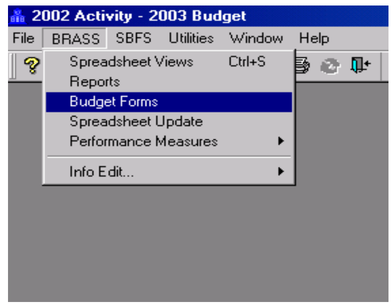
It is important to contrast *data entry access* in **BRASS** forms with access *to viewing and reporting the data*. Although access to agency budget request forms will be removed once the forms move beyond the Agency request stage (stage 2), you will still be able to view and report on the data in your request using spreadsheet views and reports.

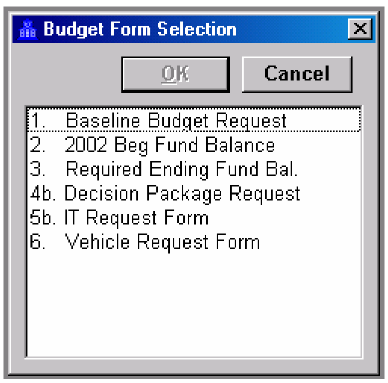
The Basics of Budget Forms

Access to Budget Forms

You will only be able to enter those forms and stages for which you have been given Budget Form Security Access, and you will only be able to enter data for the Programs authorized in your User Profile.

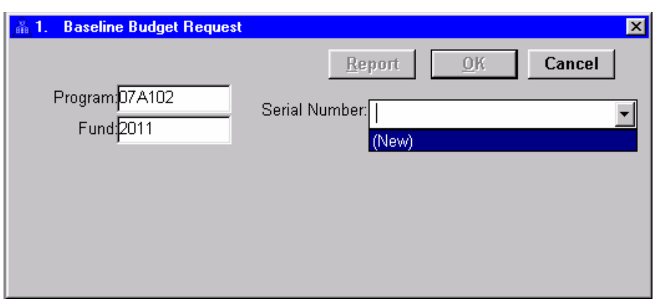
Access to budget forms is gained from the **BRASS** → Budget Forms menu:





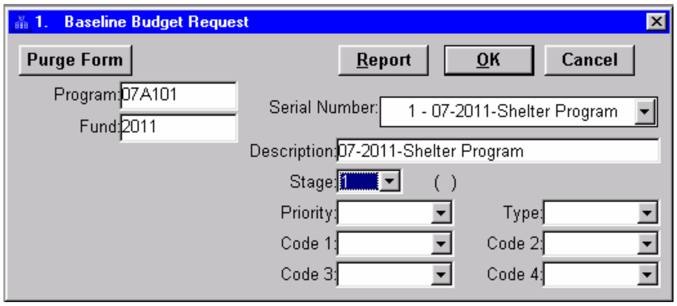
When the Budget Forms Selection screen appears, select the Budget Form you want to use by highlighting it and clicking **OK**. The list of forms will include only those forms you will need to use.

After you have selected a budget form from the list, the "Outside" Budget Form screen will display. This is the first of two screens that you will see for each budget form. Outside screens appear similar to the one below.



To create a new form, you must enter the Program and Fund (in this example) and select (New) from the Serial Number drop down list. Then enter the Description and Stage.

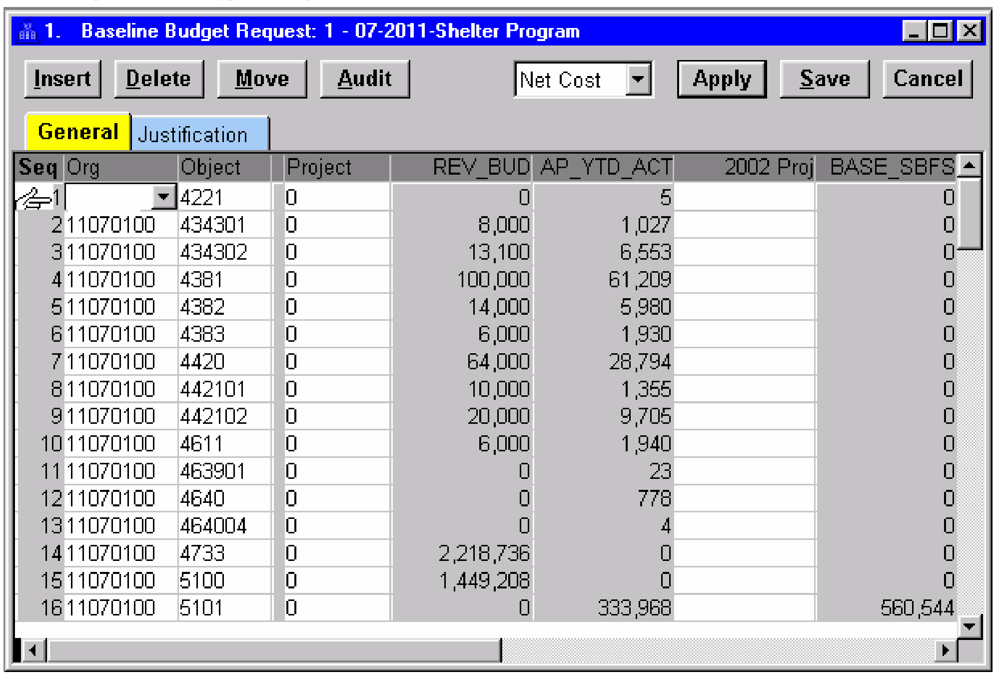
The drop down lists for Program and Fund will be based on your User Profile.



To re-enter an existing budget form, you can select the Serial Number of the form from the drop down list. The serial number is automatically assigned within BRASS. The remaining fields will display. The stage will default to the last stage in which the form was saved. If the form has been saved at a stage beyond your access, it will not appear in the drop down list.

Once you have populated the fields on the Outside of the Form, click **OK** and the Inside or data entry screen will appear:

Inside (data entry) Budget Form Screen



Seq	Org	Object	Project	REV_BUD	AP_YTD_ACT	2002 Proj	BASE_SBFS
1		4221	0	0	5		0
2	11070100	434301	0	8,000	1,027		0
3	11070100	434302	0	13,100	6,553		0
4	11070100	4381	0	100,000	61,209		0
5	11070100	4382	0	14,000	5,980		0
6	11070100	4383	0	6,000	1,930		0
7	11070100	4420	0	64,000	28,794		0
8	11070100	442101	0	10,000	1,355		0
9	11070100	442102	0	20,000	9,705		0
10	11070100	4611	0	6,000	1,940		0
11	11070100	463901	0	0	23		0
12	11070100	4640	0	0	778		0
13	11070100	464004	0	0	4		0
14	11070100	4733	0	2,218,736	0		0
15	11070100	5100	0	1,449,208	0		0
16	11070100	5101	0	0	333,968		560,544

Navigating within a Budget Form

The buttons and drop down box below the title line perform the following actions:

<u>Insert</u> - When you enter the form, the hand pointer is on Line 1. If you need to insert additional lines, you can do so by clicking on <INSERT>.

<u>Delete</u> - If you find you need to delete a line, use your mouse to move the hand pointer to the line you want to delete, and then click the mouse pointer on <DELETE>.

<u>Make sure the hand pointer is on the line you wish to delete—there is no <UNDO> button in BRASS.</u>

<u>Move</u> – This button will allow you to move lines in the form. Place the hand pointer on the line that you want to move and select Move. Position the pointer on top of the target location and click the mouse once.

<u>Audit</u> – This button displays the audit trail for all lines in the request.

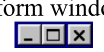
<u>Calc</u> – This button is only available on the Position tab of a budget form. This is used to calculate the costs of the position requested.

The drop down box below the title line provides 3 choices: **Net Cost**, **Sum Rev**, or **Sum Exp**. The choice affects the total line that <u>appears</u> at the bottom of the form. This feature allows those entering both revenue and expense lines in the same form to see totals for both and a net total on the form. The selection in this field does <u>not</u> affect the entries themselves.

<u>Apply</u> – Saves your work, but keeps the form open to continue entering data.

<u>Save</u> – Saves your entries and closes the form.

<u>Cancel</u> – Closes the form. Any entries made since the last Save or Apply will be lost.

You can maximize the form window by clicking the maximize (middle) button in the upper right of your screen: 

You can use the scroll bar at the bottom of the form to move to the fields that are off your screen to the right. A scroll lock is available so that you can scroll all the way to the right in the form and still see some of the columns on the left. You can remove the scroll lock by placing your cursor between the two bottom scroll arrows. When the mouse pointer changes to ←‖→, drag the vertical line to the far-left edge.

The widths of the fields on the form were set up when the form was designed, but you can make the fields wider or narrower by putting the cursor in the gray header area to the right side of the column you want to change. When the cursor changes shape, hold the left mouse button down and drag the vertical line right or left to change the width of the column.

Entering Data within a Budget Form

When the data entry screen appears, you will be on the General tab. The hand pointer will be on the first line. Some forms will have some lines pre-populated. For other forms, you will need to add lines by pressing the Insert button. Grayed columns represent display columns and white columns represent data entry columns. Display columns have been provided to assist you in completing the data entry columns.

Use your mouse or tab to move to the entry fields to enter numbers.

***Note*: It is very important to NOT use the arrow keys while maneuvering around in a budget form. The use of arrow keys could result in an inadvertent change of information on the budget form.**

Empty or Incomplete Lines – A **BRASS** budget form cannot be saved with any empty or incomplete lines. If you need to delete an empty or incomplete line, move the hand pointer to the line you want to delete and click on the **DELETE** button to eliminate it.

Make sure the hand pointer is on the line you wish to delete—there is no <UNDO> button in BRASS.

If you inadvertently delete a line you didn't want to delete, you have two choices: 1) Add a line and re-enter the data; or 2) Click Cancel to exit the form without saving, however, all entries made since the last time you pressed Apply or Save will be lost.

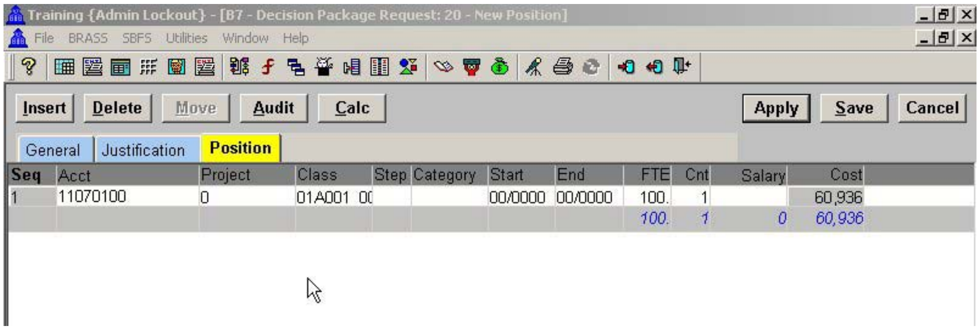
Deleting Contents of a Cell – Once you have entered a number in a cell, the **BRASS** system expects to find a number there. Thus, if you enter a number in a cell and later find that you want to remove it, you must enter a zero in that cell.

Justification tab – To move to the Justification tab, simply click on the tab name. Narrative justifications can be entered here. To skip a line when entering information, hit Control/Enter.

Position tab **– To move to the Position tab, simply click on the tab name. A Position tab is only available on some forms. This tab should be used to request additional positions.**

Entering a Position Request

To request an additional position, click on the Position tab. To enter a position you must enter the Org number in the Account field. Next, enter a Project code (select 0-Unassigned Project if not using project codes), the appropriate Class code, FTE percent (100 for a full-time position) and Count (number of positions).

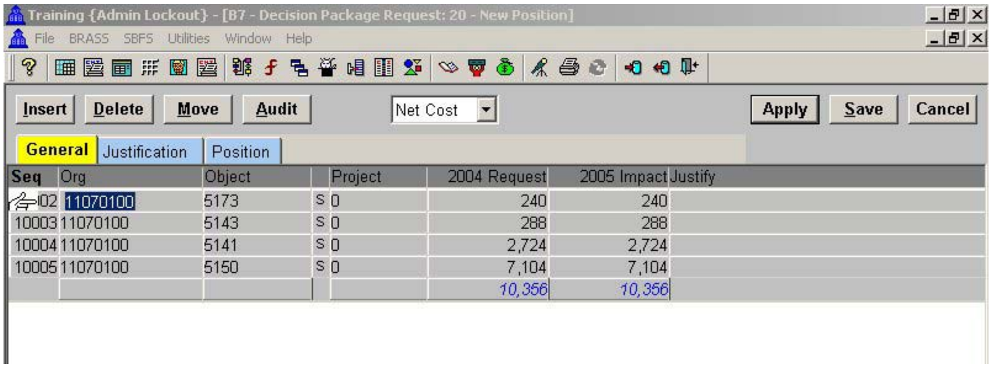


Simply click on the **Calc** button and the total Cost of the position will appear. This cost will include the salary and related costs for two years, the budget year and the following year. (Note: After entering the last required field, you must click onto another field before you click on the **Calc** button.)

For Agencies that do not have class codes linked to pay plans or bargaining agreements, enter the annual salary of a full-time position in the Salary field. For example, if you were requesting a position that works 32 hours a week at the rate of $10/hour, you would enter 80 in the FTE field (32 hours/40 hours), 1 in Count field and $20,800 in the Salary field. Click on the **Calc** button and the total Cost of the position will appear. This cost will include the salary and related costs for two years, the budget year and the following year. The Salary amount included in the total Cost field would be $33,280, $16,640 for year 1 and $16,640 for year 2. (Note: Once again, after entering the last required field, you must click onto another field before you click on the **Calc** button.)

For the detail by object code and by year, return to the General tab.

This example displays the detailed costs for the position entered on the above displayed Position tab.



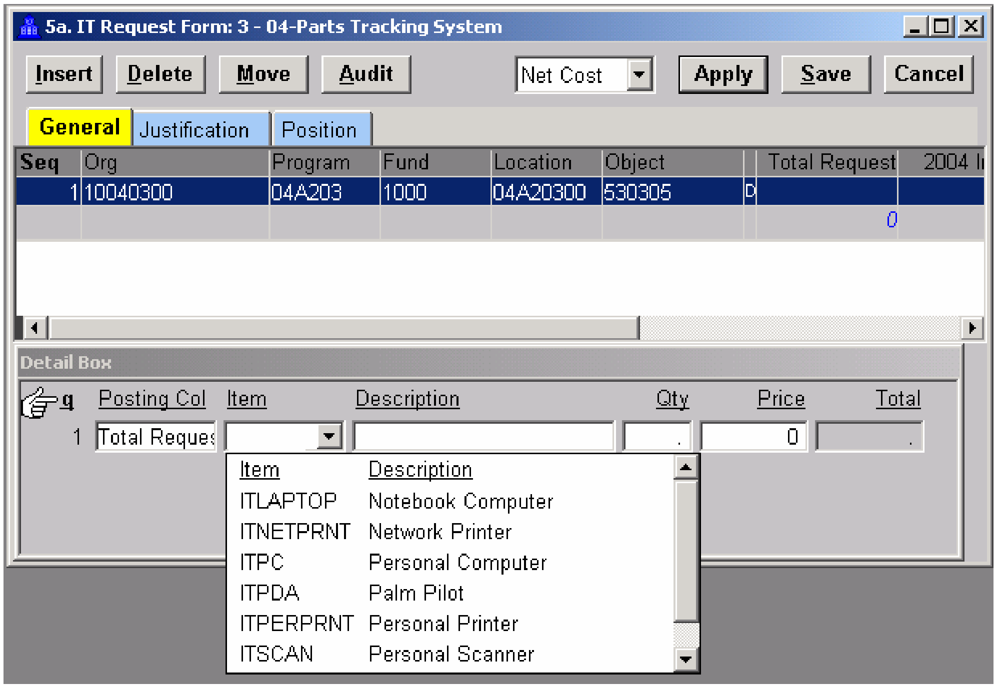
Detail Boxes

A Detail Box is a screen in BRASS budget forms that appears when certain object codes are selected. The purpose of detail boxes is to provide additional detailed information. Detail Boxes have been established for items such as computer equipment, vehicles and purchased professional services. When a Detail Box initially appears on your screen it will appear all gray. Click anywhere within the Detail Box to reveal the fields that need entered.

The Posting Column indicates which column in the budget form the dollars will be requested.

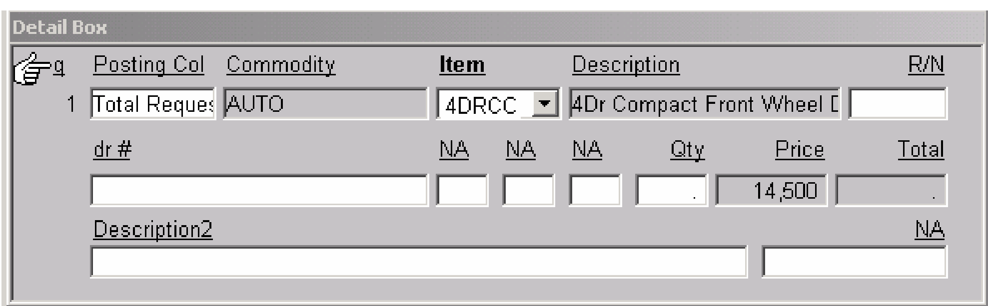
The Insert and Delete buttons function in Detail Boxes to insert and delete additional requests within the same box.

The following is an example of a Detail Box to request an additional personal computer or printer:



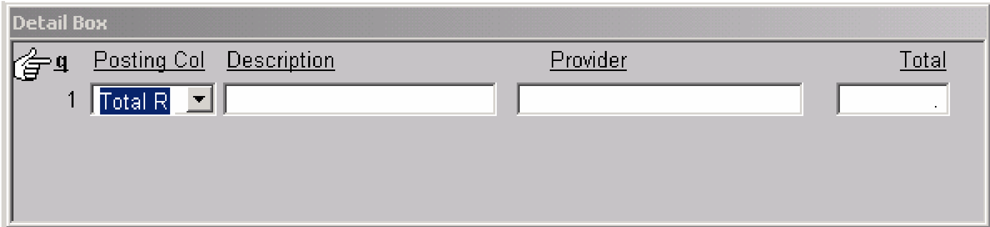
Select the requested Item from the drop down list and the Description and Price will automatically appear. Enter the Quantity and the Total will calculate and appear on the budget form above.

The following is an example of a Detail Box to request a vehicle:



Select the requested Item from the drop down list and the Commodity, Description and Price will automatically appear. Enter the Replacement or New in R/N, door # of vehicle being replaced and Quantity. The Total will calculate and appear on the budget form.

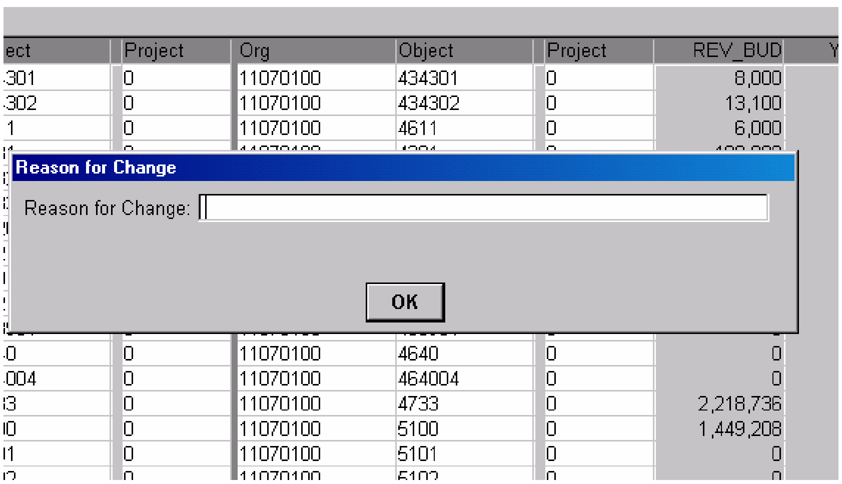
The following is an example of a Detail Box to request professional services:



Enter a Description of the services being requested, the Provider and the Total amount requested. The Total will appear on the budget form.

Reason for Change

After you have entered data and saved the form, if you later return to the form and change numbers, you will get a “reason for change” dialog box as shown below:

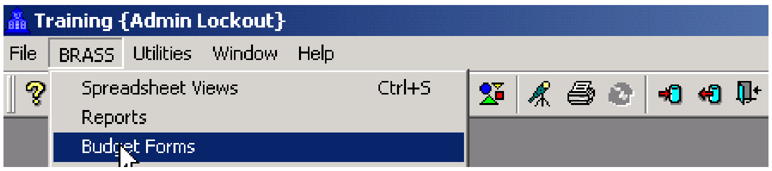


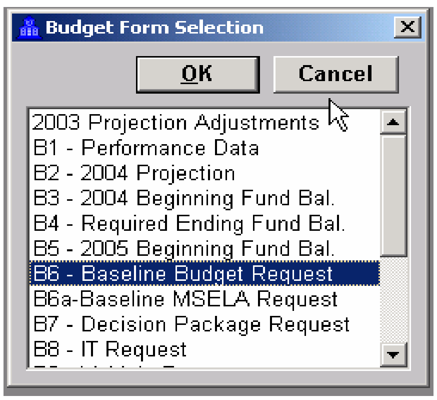
An entry explaining the reason for the change will be useful during a later review of the information. The reason for change will appear in the audit trail next to the change. The information entered in the reason for change box will be linked to all changes since the last Apply or Save. If you want a different reason for each change, click on Apply after each change and you will be prompted to enter a reason each time. After entering your explanation click **OK.**

Purging A Budget Form

The Purge Form option allows you to eliminate a Budget Form from BRASS. Please keep in mind that once a Budget Form is purged, it is completely deleted from the system and cannot be recovered. All data within a Budget Form must be cleared prior to the system allowing the Budget Form to be purged. An example of when this functionality may be useful is if you develop a decision package, but later choose not to submit it.

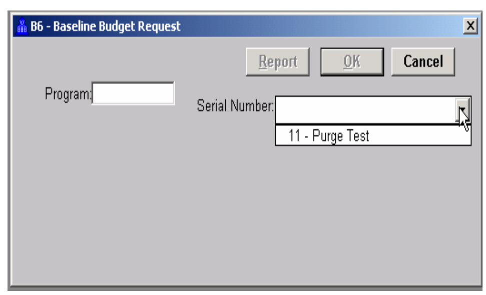
To purge a Budget Form, choose your Budget Form using the **BRASS** → Budget Forms menu.



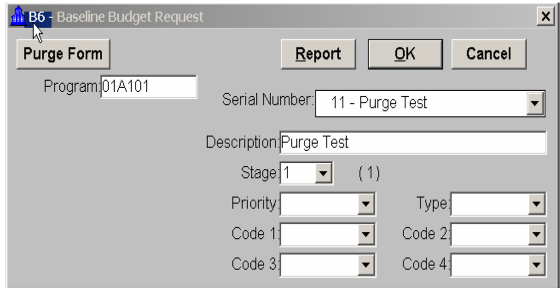


When the Budget Form Selection screen appears, select the Budget Form type that you want to purge by highlighting it and clicking **OK**.

To select the existing budget form that you want to purge, select the Serial Number of the form from the drop down list. If the form has been saved at a stage beyond your access, it will not appear in the drop down list.

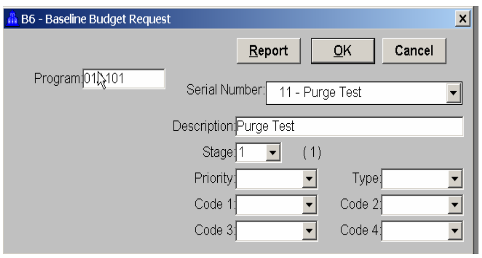


A Purge Form button should appear in the upper-left hand of the Outside Screen, if your Budget Form is empty, or populated with the number zero.

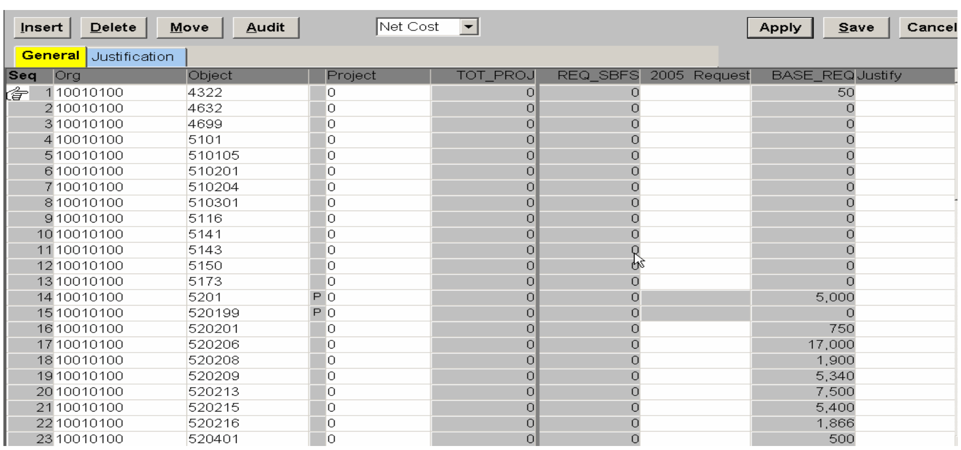


Selecting Purge Form will completely eliminate the Form and you will no longer have access to it. It will not appear in the Serial Number box the next time you open the Form.

If there is data entered in the Form, the Purge Form button will not appear.



If you want to Purge a Form but the button did not appear, re-enter the Form, clear all data entry cells and Save the Form. Then, select the Form again and the Purge Form button will now be available on the Outside Screen of the Budget Form.


Insert | Delete | Move | Audit | Net Cost | Apply | Save | Cancel

General | Justification

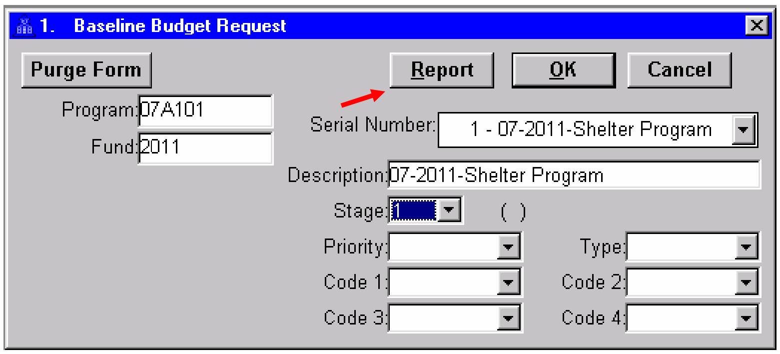
Seq	Org	Object		Project	TOT_PROJ	REQ_SBFS	2005 Request	BASE_REQ	Justify
1	10010100	4322		0	0	0		50	
2	10010100	4632		0	0	0		0	
3	10010100	4699		0	0	0		0	
4	10010100	5101		0	0	0		0	
5	10010100	510105		0	0	0		0	
6	10010100	510201		0	0	0		0	
7	10010100	510204		0	0	0		0	
8	10010100	510301		0	0	0		0	
9	10010100	5116		0	0	0		0	
10	10010100	5141		0	0	0		0	
11	10010100	5143		0	0	0		0	
12	10010100	5150		0	0	0		0	
13	10010100	5173		0	0	0		0	
14	10010100	5201	P	0	0	0		5,000	
15	10010100	520199	P	0	0	0		0	
16	10010100	520201		0	0	0		750	
17	10010100	520206		0	0	0		17,000	
18	10010100	520208		0	0	0		1,900	
19	10010100	520209		0	0	0		5,340	
20	10010100	520213		0	0	0		7,500	
21	10010100	520215		0	0	0		5,400	
22	10010100	520216		0	0	0		1,866	
23	10010100	520401		0	0	0		500	

Verify that the '2005 Request' and 'Justify' columns are blank.

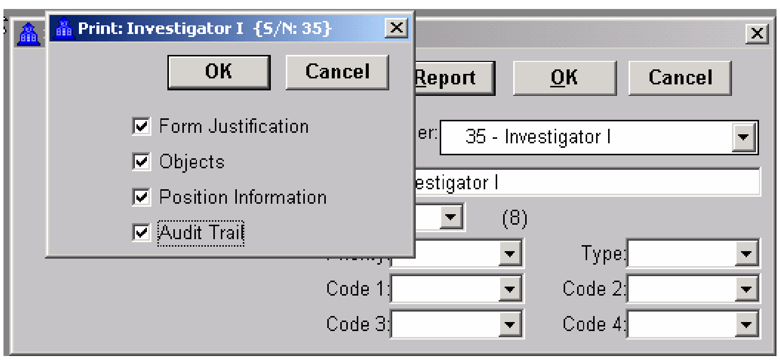
NOTE: Use Purge Form carefully. The purged form cannot be recovered.

Budget Form Reports

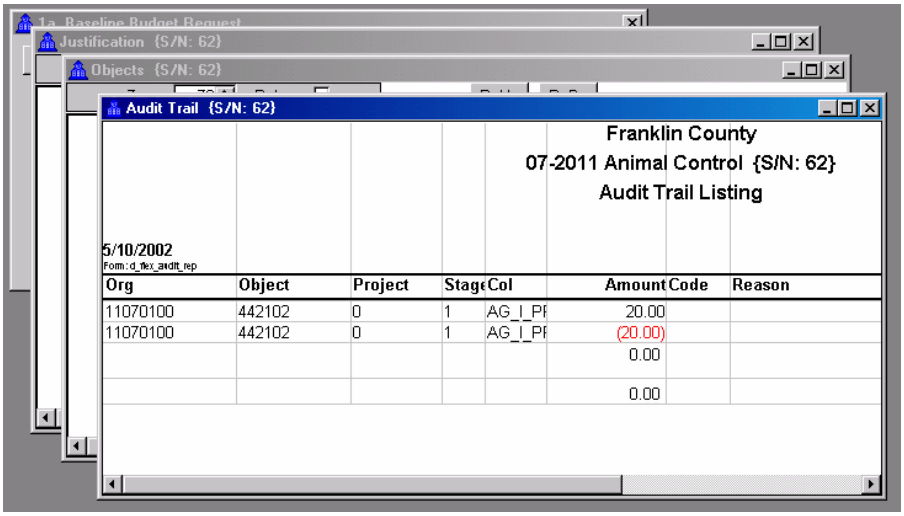
Budget Form Reports display the information that has been entered in the budget form. Four report views are available from the form itself: Form Justification, Objects, Position Information and Audit Trail. The Position Information view is only available on forms that allow you to enter a position. To access these views, click on BRASS → Budget Forms and select the form you wish to view. When the Outside screen appears (see below) select the serial number of the form you wish to view from the dropdown list. Instead of clicking OK to open the form for data entry, click Report.



A dialog box will appear. There are four views available: Form Justification, Objects, Position Information and Audit Trail. Click the view or views you wish to see and click OK.



The views will appear cascaded on your screen.



If your computer is connected to a printer, you can print a view by bringing the one you want to print to the foreground and clicking File → Print.

For additional options in printing information from Budget Forms, refer to section 6 – Creating and Viewing Reports.

Franklin County
Where Government Works

Basic BRASS Instructions

Section 5 – Creating and Using Spreadsheet Views

Overview

The BRASS system is built around the concept of flexible spreadsheets that consist of lines and columns that can be easily viewed. The traditional spreadsheet is a matrix of line and column data with a limited structure that is not suitable for complex multi-user environments. However, the BRASS spreadsheet is far more flexible because it has been designed with built-in capabilities of a database engine. This means that you can select specific criteria (e.g. agency, fund, program) to examine.

Objectives

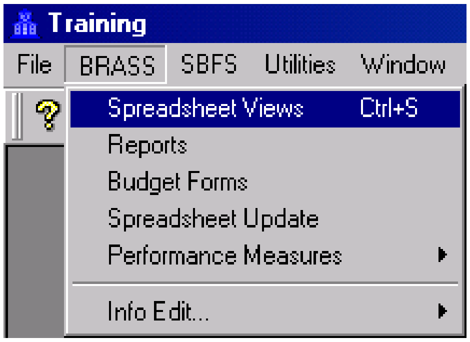
By the end of this module you should be able to

- Access Public Views created for your use
- Create your own Personal Spreadsheet Views
- Export Data from a Spreadsheet View into Excel

Public and Personal Spreadsheet Views

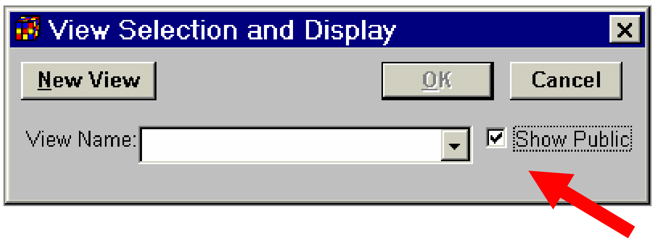
OMB has created spreadsheet views that all BRASS users can use. These views are called "Public Views." End users cannot create Public Views. However, you can create your own "Personal Views." Personal Views are accessible to the user who created them.

Accessing a Public Spreadsheet View



To access a public spreadsheet view, select BRASS →Spreadsheet Views as shown here:

The View Selection and Display window will appear:



Enter the following information:

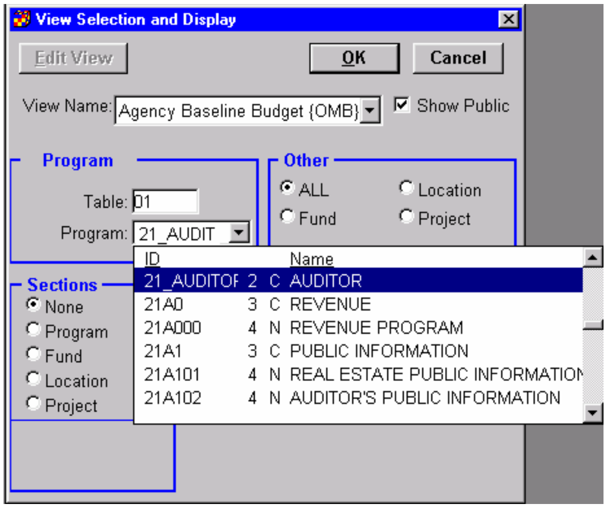
- Check the **Show Public** box to see Public Views that are available to you. If you do not check this box, only the views you created will display in the dropdown list.
- **View Name:** Select the View you wish to run from the dropdown list and click **OK**.

After selecting the view to run, a second View Selection and Display screen will appear on your screen as shown below. There are three sections to this screen:

- **Program:** Defines the top level for the view.
- **Sections:** Defines how you want the view subtotaled.
- **Other:** Used to view a single location, fund, or area of the Program and Section selected.

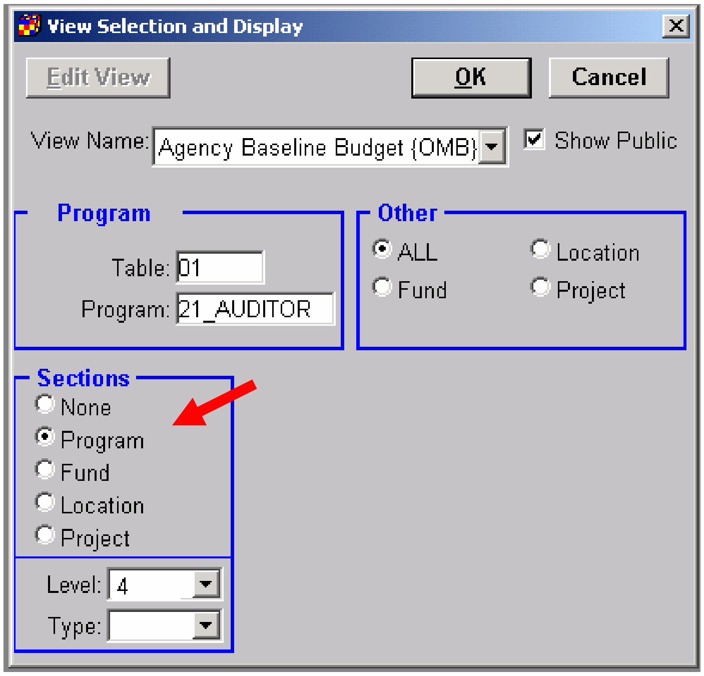
Your entries in these sections will determine the data your spreadsheet view will extract from the database.

Program: Enter the top level Program you want to use for the view. The dropdown box will show all programs that you can access.



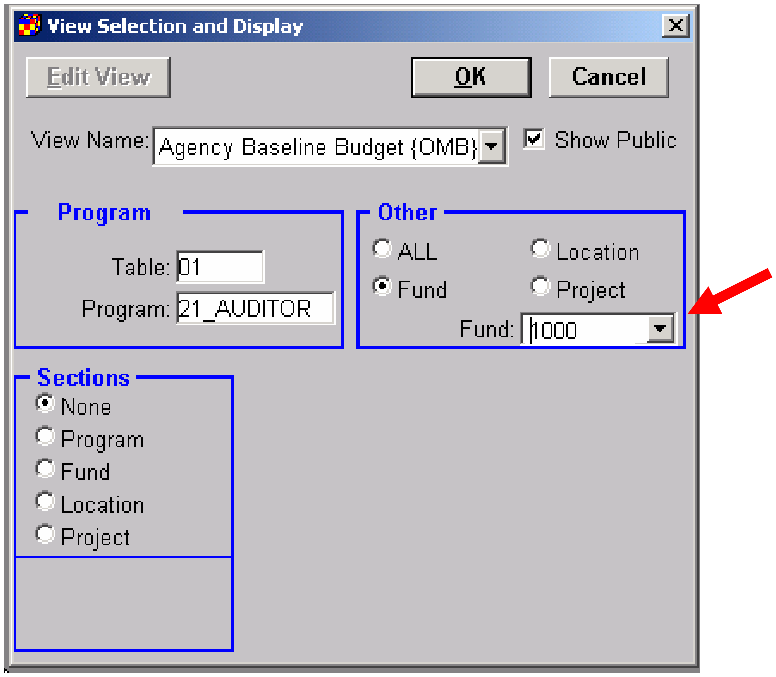
Sections: The check buttons show chart of accounts elements. These buttons allow you to further define the breakdown of the Program you entered in the Program field above. If you check None, you will get totals for the Program you selected above with no breaks or subtotals. Selecting a Section (other than None) defines the chart of accounts element at which your spreadsheet view will provide subtotals.

You can specify which Level of the selected chart of accounts element should be used in the spreadsheet view. The Level will automatically default to the lowest level, i.e. for Program this is Level 4. After entering the Level, a Type field will appear below the Level field. The Type field does not need completed.



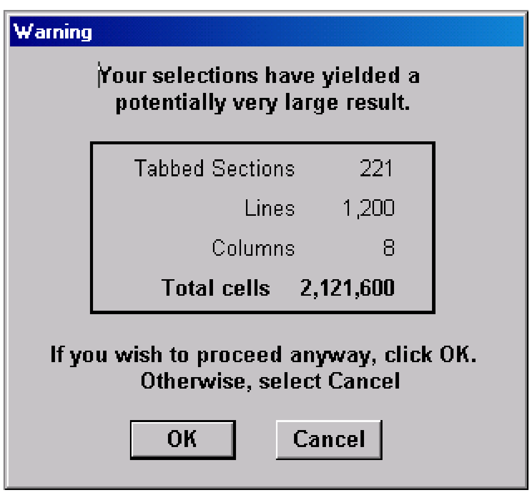
In this example, the user would like to see a spreadsheet view for Program 21_AUDITOR (level 2 program, agency) with subtotals for each program (level 4). NOTE: If your selection in the Program box is at the Agency level, your Sections box selections must be at Level 3 or lower for further breakdown.

Other: This section provides you with more options to specify which data you would like to see in a spreadsheet view. In the example below, the user would like to see a report for the Auditor's general fund activity.



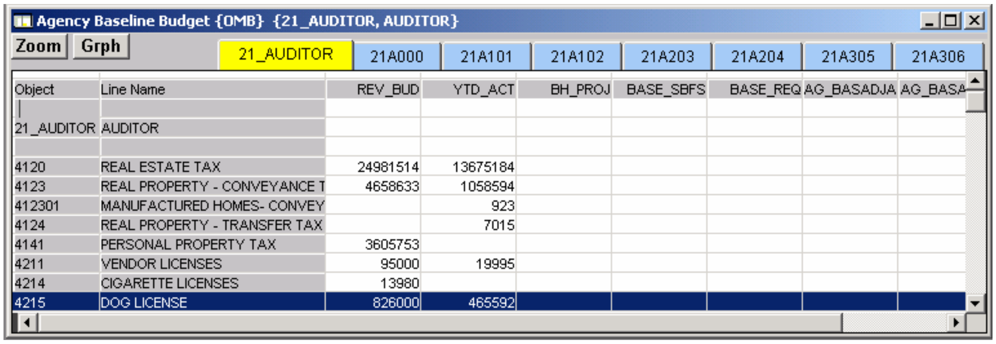
Executing the View

Once you have established the view parameters, click **OK** to execute the spreadsheet view. Depending on the amount of data included in the query, you may receive a message box that indicates your selection is very large, as shown below.



Click OK to proceed or Cancel to stop the execution of the spreadsheet view. Processing time will vary depending on the location of the selected data within their hierarchies, the complexity of the view selected, the number of tabs needed, and whether the view includes a model.

While the view is executing, the system will provide you with status updates in the lower left-hand corner of the screen together with a progress bar in the lower right hand corner of your screen. When the view is finished executing, your screen will look something like this:



Object	Line Name	REV_BUD	YTD_ACT	BH_PROJ	BASE_SBFS	BASE_REQ	AG_BASADJA	AG_BASA
|								
21_AUDITOR	AUDITOR							
4120	REAL ESTATE TAX	24981514	13675184					
4123	REAL PROPERTY - CONVEYANCE T	4658633	1058594					
412301	MANUFACTURED HOMES- CONVEY		923					
4124	REAL PROPERTY - TRANSFER TAX		7015					
4141	PERSONAL PROPERTY TAX	3605753						
4211	VENDOR LICENSES	95000	19995					
4214	CIGARETTE LICENSES	13980						
4215	DOG LICENSE	826000	465592					

Using a Public Spreadsheet View

The Title Bar at the top of the screen contains the name of the spreadsheet view (e.g. Agency Baseline Budget), the User ID of the person who created the public view (e.g. OMB) and the top-level organization used to generate the view.

Spreadsheet Tabs may appear immediately below the title bar, depending on the view definition (Standard View). The first tab is a summary of the top level Program that you selected in the Program box of the first screen. It is also a consolidation of all of the remaining tabs in the view.

If you chose to section your view, each section division appears on a separate tab. If there are more tabs than can fit on one screen, arrow keys will appear to the left of the first tab. Click on these to scroll through the tabs until the desired tab is visible.

The view definition may be set to not include spreadsheet tabs but rather displays the chosen sections consecutively below each other within one worksheet. This format is referred to as Report View. The view definition is established when the Public View is created and cannot be changed by end users.

Spreadsheet View Appearance

You can make a number of changes to the appearance of the view. These changes will be in effect for printing the view, but only for your current execution of the view. After you leave the view, your changes will be gone when you return.

Width of Columns

The width of columns can be adjusted by moving the mouse to the very top right hand edge of any column. The mouse shape will change to ←‖→ and a vertical line will appear**.** By clicking and holding the left mouse button, you can drag the line to the right or left to make the column wider or narrower. When the column is the desired width, release the mouse button.

Moving Columns

To move a column, move the mouse to the thin empty band at the top of the column you want to move and single click the left mouse button. The entire column will change color. With the mouse still at the top of the column, click and hold the left mouse button. An indicator will appear at the top and bottom right hand edge of the column. The column can then be relocated by dragging the mouse to the new location and releasing the mouse. The column will move to the new location.

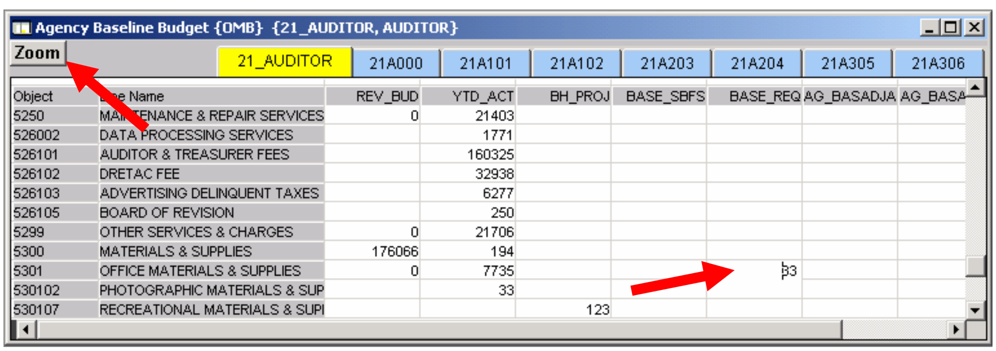
Removing the Screen Split

The view will open with a title split that functions like a scroll lock. To remove the title split from your view, click between the two bottom scroll arrows. When the mouse pointer changes to ←‖→, drag the vertical line to the far-left edge. The column widths can now be made wider if necessary.

Zooming to Detail

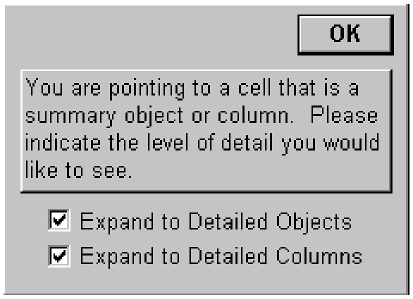
The Zoom Button on a view allows you to drill down to the detailed information that makes up the number in the selected cell. The zoom works only on data that was entered through the system (i.e. budget forms). Data that is interfaced into BRASS is not available in the zoomed detail. For example, prior year actual financial information is interfaced from MUNIS to BRASS, so this data is not available in the drill down option.

To Zoom to detail, first click on the cell that you want to zoom on; then click the **Zoom** button.



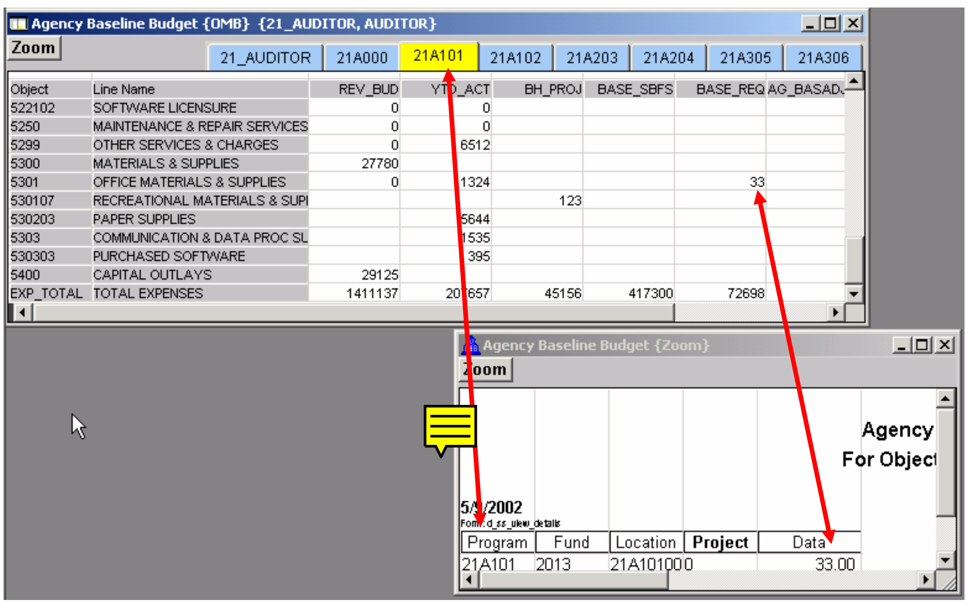
Object	Name	REV_BUD	YTD_ACT	BH_PROJ	BASE_SBFS	BASE_REQ	AG_BASADJA	AG_BASA
5250	MAINTENANCE & REPAIR SERVICES	0	21403					
526002	DATA PROCESSING SERVICES		1771					
526101	AUDITOR & TREASURER FEES		160325					
526102	DRETAC FEE		32938					
526103	ADVERTISING DELINQUENT TAXES		6277					
526105	BOARD OF REVISION		250					
5299	OTHER SERVICES & CHARGES	0	21706					
5300	MATERIALS & SUPPLIES	176066	194					
5301	OFFICE MATERIALS & SUPPLIES	0	7735			33		
530102	PHOTOGRAPHIC MATERIALS & SUP		33					
530107	RECREATIONAL MATERIALS & SUPI			123				

If you zoom on a summary object line, you will be asked if you want to **Expand to Detailed Objects.** If you zoom on a summary column, you will be asked if you want to **Expand to Detailed Columns.** ***(Hint: in most cases, you will want to click the expansion choices.)*** If the number is not a summary object or column, this screen will be bypassed and will zoom directly to the audit trail.



The Zoom screen will appear in front of the original spreadsheet view and show the detail of the spreadsheet cell that you selected.

Comment: Replace screenshot when more info is in the testing database.



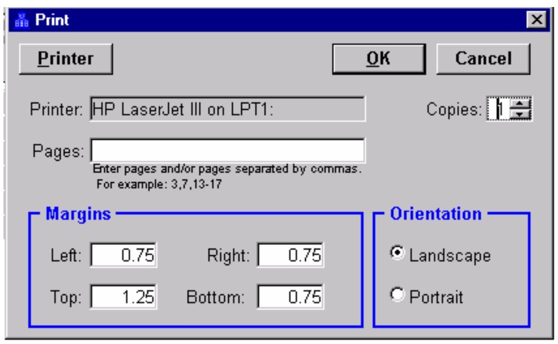
To subtotal the zoom spreadsheet by different chart of accounts elements, click on the header line for that column. The data will automatically resort and subtotal by that element.

If you zoom to detailed objects or columns, you will be allowed to further zoom to the audit trail by selecting a number and then clicking the Zoom button in the zoom screen.

Printing a View

Once a view is displayed on the screen and modified, it can be printed to any printer that is currently defined through your Windows Control Panel. In order to print the view currently on the screen, single click on **File** in the BRASS Main Menu Title Bar.

Margins, pages, orientation, and number of copies can be changed before selecting **OK** to print.



Refreshing a View

When data has been updated through Budget Form entry, you may want to refresh a view that has already been executed. For example, you might open a spreadsheet view that shows total agency data while you are working on a budget form. You can change data in a budget form, save it, and refresh the spreadsheet view to see the effect of the change.

To refresh a view that is on your screen, select **Refresh** from the File menu. You can also select the refresh icon from the toolbar. The data will be updated to the most current information.

Personal Spreadsheet Views

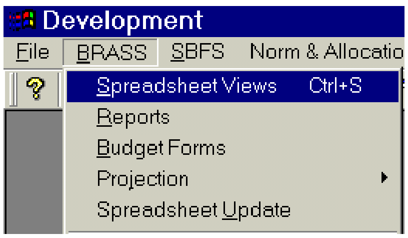
In addition to running public spreadsheet views, you can create your own spreadsheet views. Unlike public spreadsheet views, these views will be available only to you. Creating your own spreadsheet views allows you to choose which data you want to see in the lines and columns.

Standard vs. Report Views

BRASS provides two formats for spreadsheet views: Standard (or Regular) Views and Report Views. When creating your own view, you can select which format to use. The data that is included in either of these views is identical; only the display format differs. The differences between Standard and Report views are as follows:

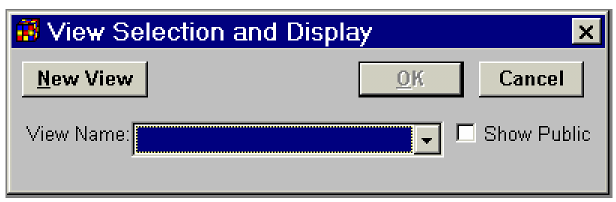
	Standard Format	**Report Format**
Column Titles	Displays actual column name from the database.	Displays full three-line report labels for columns.
Multiple Organizations	Displayed as tabs similar to Excel worksheets.	Displayed consecutively below each other within one worksheet.

Creating a Spreadsheet View

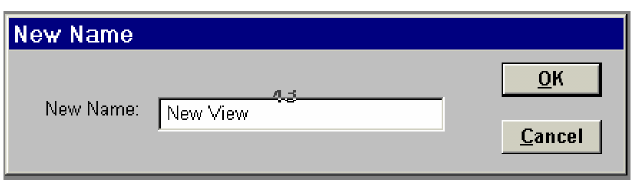


To create a spreadsheet view, choose **Spreadsheet Views** from the BRASS menu.

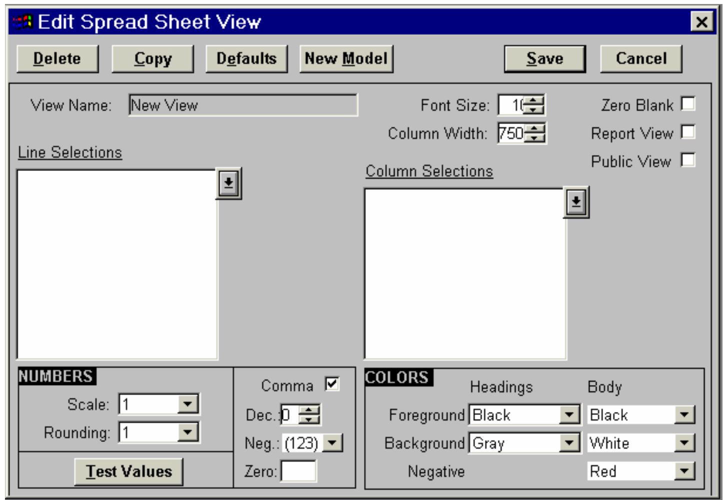
The View Selection and Display window will appear.



Instead of clicking Show Public and selecting a public view, click **New View.** A New Name window will appear. Give your view a name and click **OK**. Please note that spreadsheet view names cannot be changed after the view has been created.



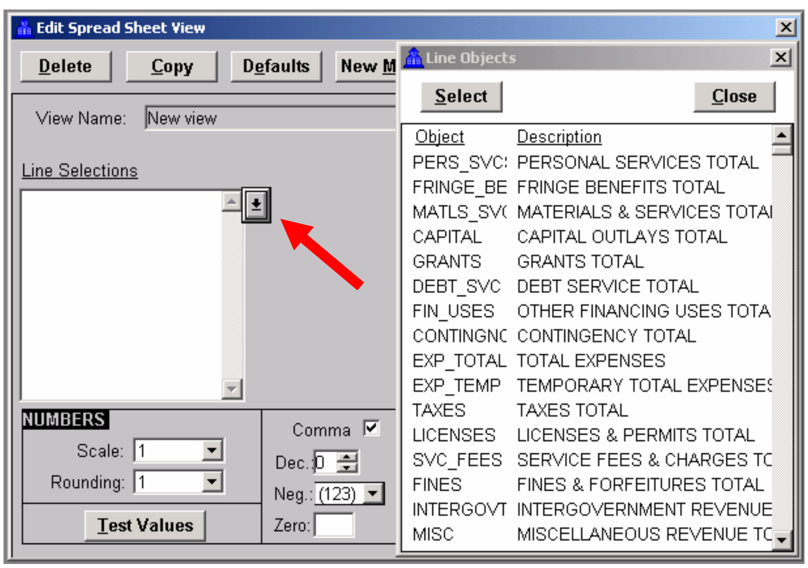
The Edit Spreadsheet View screen will appear:



Lines and Columns

In Public spreadsheet views, the lines and columns that will be displayed in the view have been selected for you. When you create your own spreadsheet view, you must define the lines and columns to be displayed in the view.

Lines: To select Lines, click the dropdown arrow. Highlight the lines you want for your view and click Select to place your selections in the Line Selections field. You can select one line or multiple lines; you can select a range of lines by selecting the first and last lines in that range and placing a dash (with no spaces) between them. If you want summary lines to appear to simulate totals, you must select those lines also. The lines will appear in your view in the order in which they appear in the Line Selection field. When you have finished selecting your lines, click the **Close** button.



Columns: Selecting Columns is similar to selecting Lines. You may select one column, multiple columns, or a range of columns.

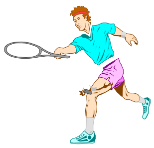
Appearance of Spreadsheet Views

Several items can be modified to change the appearance of your spreadsheet view.

1. **Font Size**: Type in a new size or click on the up or down arrows until the desired size is displayed. The default size is 10.
2. **Column width**: Click on Column Width and type in the width you want or click on the up or down arrows until the width you want is displayed. The default width size is 750. This default will accommodate a number up to 99,999,999 with a font size of 10. One inch is equivalent to a width of 1000, three-quarters of an inch is equivalent to 750, and so forth.
3. **Suppress lines that only contain zeros**: click the Zero Blank check box. To include all data lines, do not check.
4. **Report View**: To display the view in Report View format, click the Report View check box. When selecting Report View, the various sections selected will be displayed consecutively down the page versus being shown in a tab format (Standard View).
5. **Headings**: To include the tabbed attribute name indicator at the top of each section, enter two exclamation marks (!!), preceded and followed by a space, at the top of the the Line Selection field. This will clearly distinguish when the data for one section ends and data for another begins.
6. **To insert a blank line**: Include a single exclamation mark (!), preceded and followed by a space, in the Line Selection field wherever a blank line is to be inserted.
7. **To make this view a Public View**: check the Public View box. This option will only be available to users with Create Public View privileges in their User Profile.
8. **Commas:** To have commas appear in data columns, single click on the Comma Box.
9. **Decimals:** To adjust the number of decimals displayed in the spreadsheet data columns, single click on the Dec. box and type the desired number or click on the Dec. up or down arrows until the required number of decimals is displayed. The default is 0.
10. **Negative Number display:** To change the way Negative Numbers are displayed, single click on the Neg. box and then single click from the available choices: (123), -123, or 123-. The default is (123).
11. **Scale:** To scale the values displayed on the spreadsheet, single click on the Scale box and then single click from the available choices. Scaling will multiply the spreadsheet value by the value selected in the Scale box. For example, scaling to 0.01 will change 12,345 to 123. The default is no scaling, a value of 1.
12. **Rounding:** To round the values displayed on the spreadsheet, single click on the Round box and then single click from the available choices. The default is no rounding, a value of 1.

To test the effect of your numeric format changes (#8 – #12), select **Test Values**.

Exercise



Creating a Personal Spreadsheet View

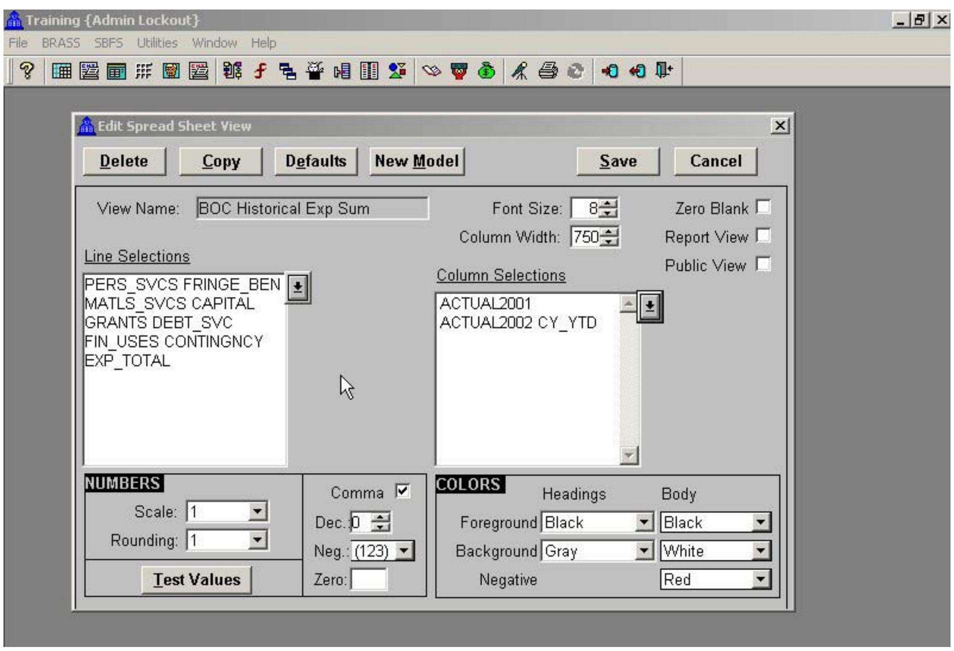
In this exercise, you will practice creating your own personal spreadsheet view.

1. From the main menu, click on BRASS → Spreadsheet Views.

2. Click New View, and then name your new view ***Agency Name Historical Exp Sum***. You cannot use special characters, such as hyphen or @. Select OK when finished.

3. Select lines (object codes) to include in the view by clicking on the lines dropdown arrow. Select the following lines by highlighting the name and then clicking Select: PERS_SVCS FRINGE_BEN MATLS_SVCS CAPITAL GRANTS DEBT_SVC FIN_USES CONTINGNCY EXP_TOTAL.

4. Select columns to include in the view by clicking on the column dropdown arrow. Select the following 3 columns by highlighting the name and then clicking Select: ACTUAL2001 ACTUAL2002 CY_YTD. You will need to scroll down the list to find these column names.

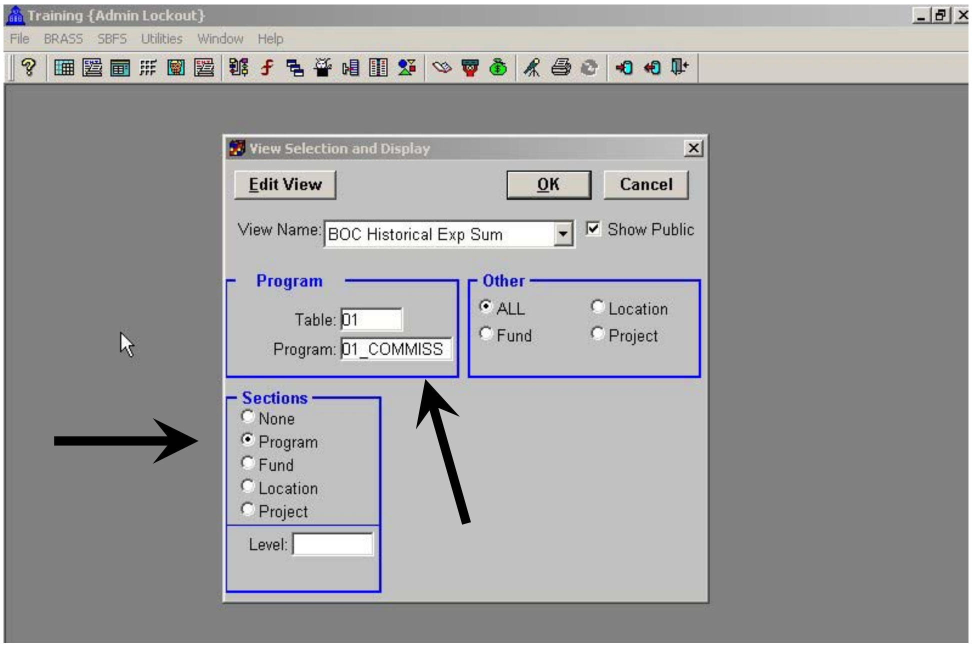


5. Adjust the Font Size to 8.

6. Click SAVE to save the view.

7. In the View Selection and Display Screen, select your agency level Program (Level 2) in the Program box. Select Programs in the Sections box.

8. Click OK to execute the personal spreadsheet view.



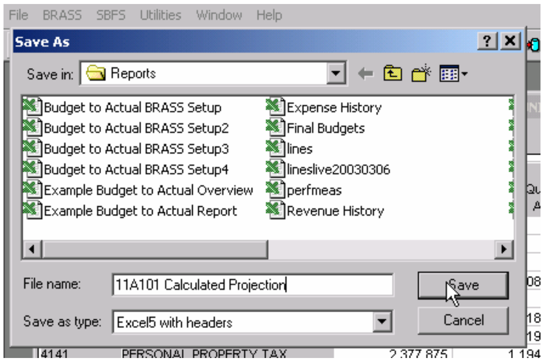
Exporting a Spreadsheet View to Excel

Data from spreadsheet views can be electronically exported to an Excel spreadsheet. Both public spreadsheet views and personal spreadsheet views can be exported.

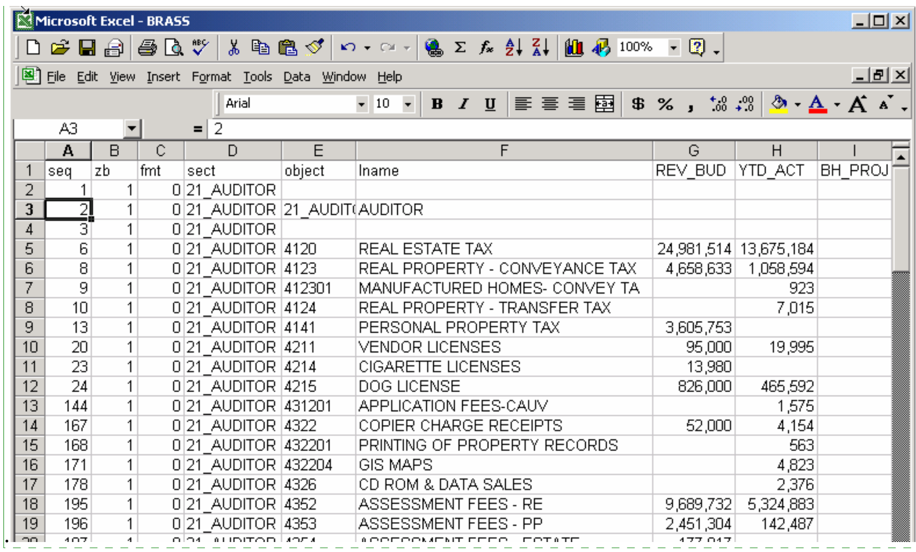
File Export method

Run your Spreadsheet View. While it is on the screen, click on File → File Export.

The Save As screen will appear. Name your file, select the folder to save it to, select the file type (*usually* Excel5 with Headers), and click Save.



Open Excel and click File → Open to select the file. Double click the file or highlight it and click Open. You will need to format the file in Excel to your specifications.



Comment:

Franklin County
Where Government Works

Basic BRASS Instructions

Section 6 – Creating and Viewing Reports

Overview

In addition to spreadsheet views and budget form reporting, there are additional reporting capabilities in BRASS with which to print and arrange budget preparation data in presentable formats. The BRASS dropdown menu includes a report option that provides information based on budget forms and other information saved within the system, while the report option on the SBFS menu provides employee related information such as class, salaries, and benefits.

Objectives

By the end of this topic, you will be able to:

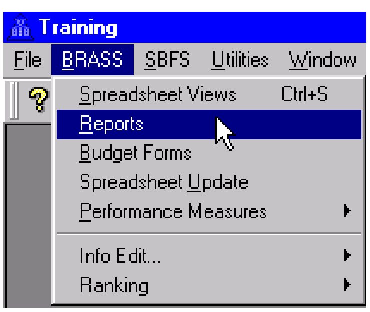
- Understand how to access BRASS and SBFS reports
- Be able to run and view reports
- Be able to print reports

BRASS Reports

The Report Selection screen usually offers the user several options from which to select when running a report, such as reporting on certain values of data attributes. Selection choices are pre-defined by the Report Setup screen.

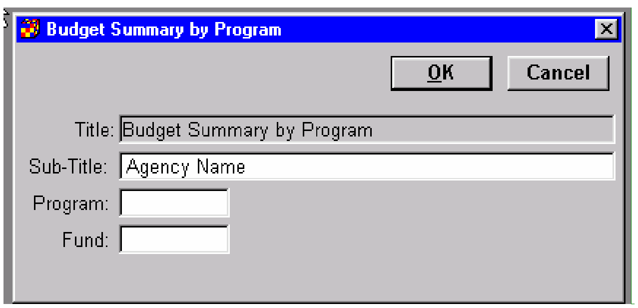
Viewing BRASS Reports

To run a report, select Reports from the BRASS menu.



Select the report you wish to run from the dropdown list by highlighting the report and clicking OK. In the example below, the Budget Summary by Program report was selected.

Once a report is selected, the report definition screen appears as shown below. The title of the report has been pre-selected for you as well as the Object Codes, however a sub-title (such as Agency Name) can be added if desired. Enter the Program to be used to run the report by clicking in the program box and choosing from the dropdown list.

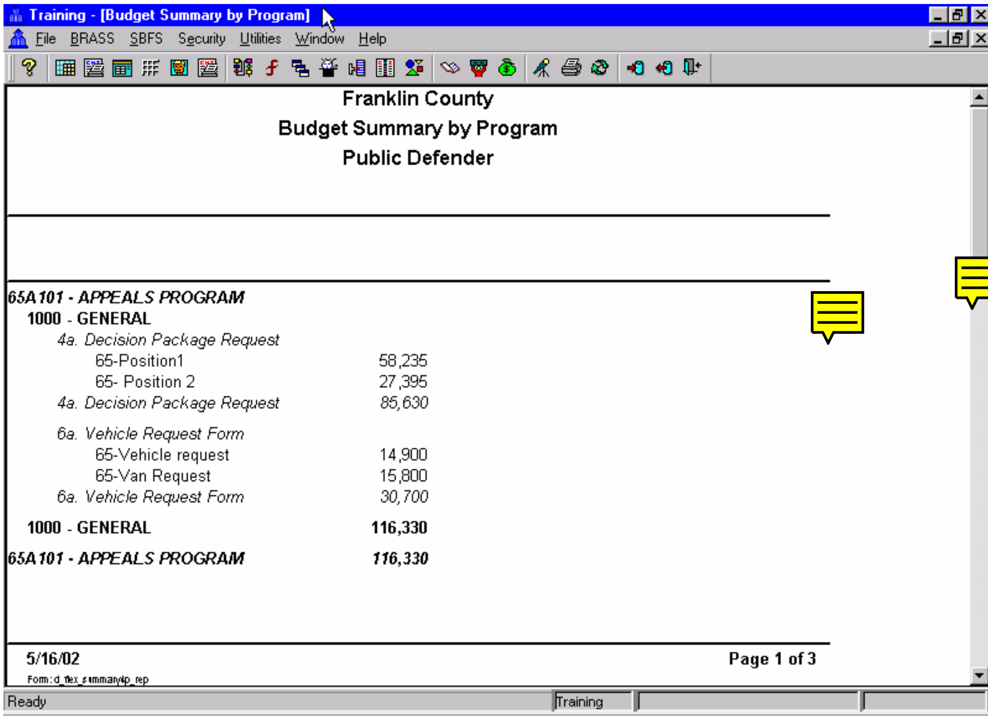


Comment: Get screenshot when reports are created for MSD

Once you have selected the options you wish, click OK to run the report. The report will be produced on your screen. A sample of a report is displayed below:

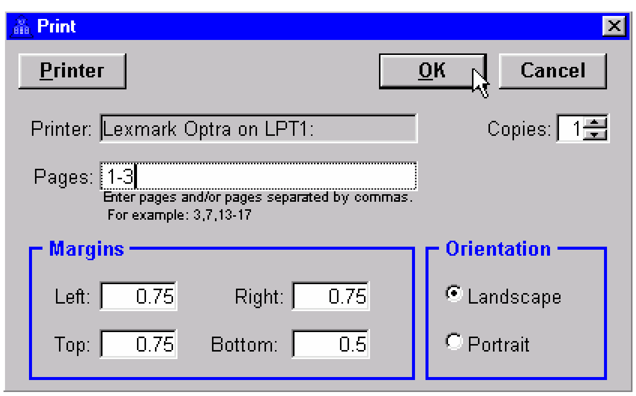
Comment: Get screenshot when reports are created for MSD

Comment: Get screenshot when reports are created for MSD



Printing BRASS Reports

To print the report (if your workstation is connected to a printer), first run the report as shown above. With the report appearing on your screen, select File → Print from the main BRASS screen. A Print options window, shown below, will appear.



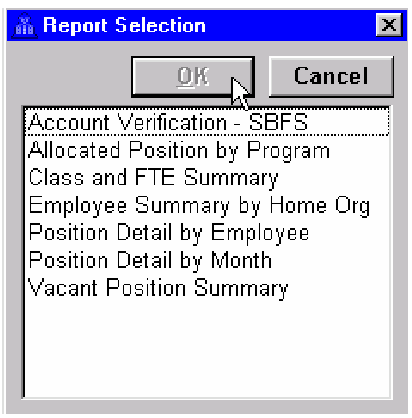
The default printer will show in the Printer field; to send the report to a different printer, click the Printer button and select the desired printer.

Enter the pages you wish to print (if you don't want the entire report to print), the number of copies, and make any changes to margins or page orientation desired. When you have made all desired changes, click OK to print the report.

Accessing SBFS Reports

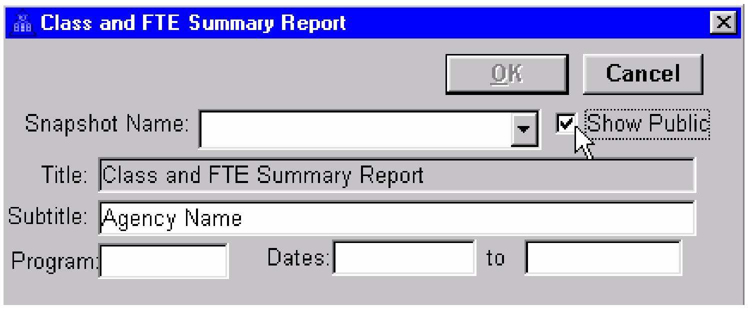
SBFS (Salary and Benefits Forecasting System) has standardized reports available to all agencies. All SBFS Reports are accessed from the BRASS Main Menu by single clicking on SBFS and then clicking on Reports.

Report Selection



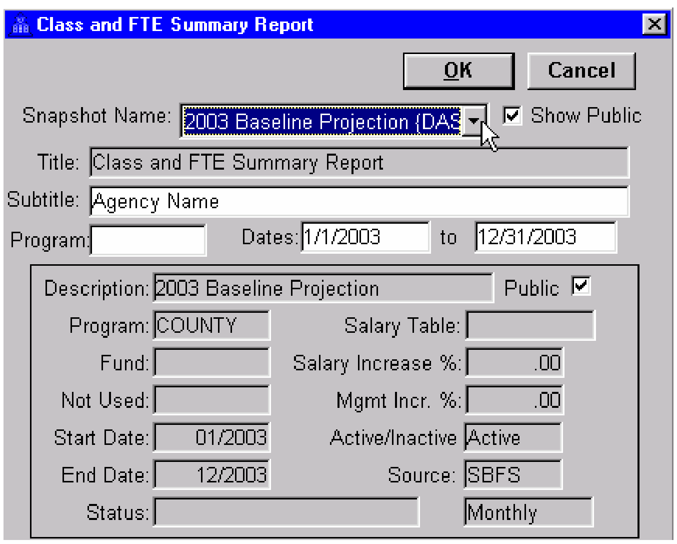
All available SBFS Reports are displayed on the Report Selection screen. Highlight the report you wish to run and click OK.

The report definition screen, shown below, contains the fields in which the user has control.



All SBFS reports are based on specific salary and benefits “Projection Snapshots” that have been created by the BRASS Administrator. End user agencies will only have access to Public Snapshots, so you must first click the check box to include Public Snapshots in the drop down list.

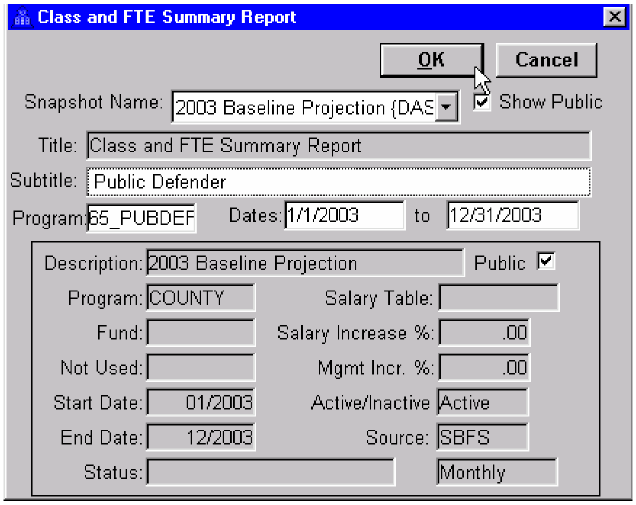
After you have clicked the Show Public box and selected a snapshot from the dropdown list, the screen will change to include information from the snapshot you selected:



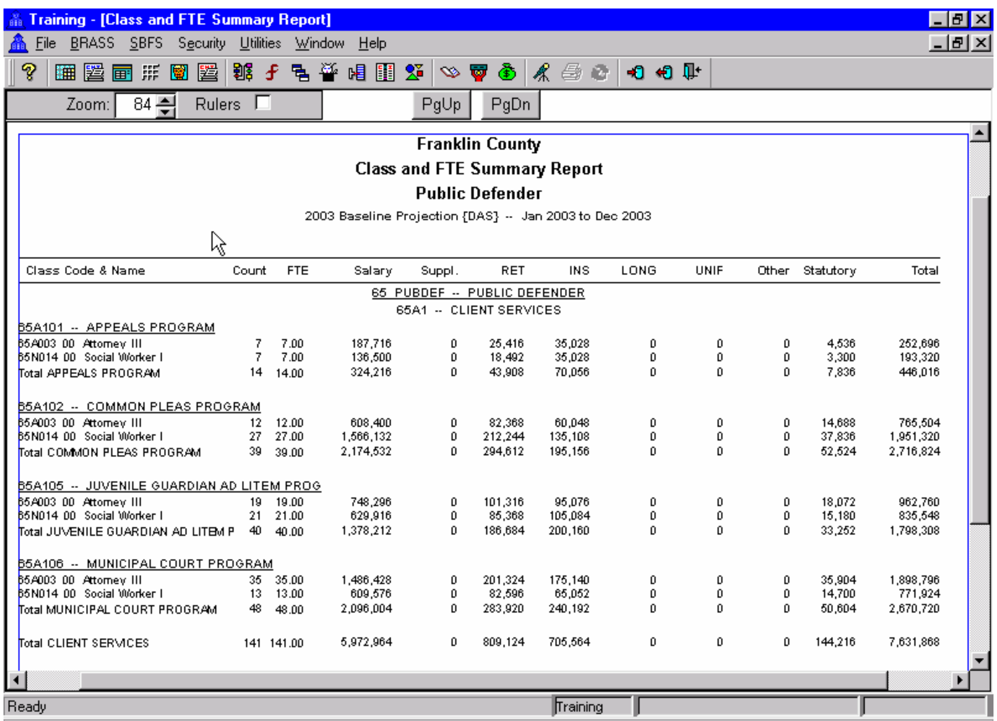
To run a report, complete the rest of the screen as described below:

Title: The title has been pre-selected .
Sub-Title: You may enter a report sub-title, such as Agency Name, if this field is accessible.
Program: Select a valid Program from the drop down list. Only Programs that your User Profile permits you to access will appear on the dropdown list.
Dates: Select a start date and an end date from the dropdown lists to include in the report. The Snapshot start and end dates are the defaults.

An example of a completed report definition screen is shown below:



After defining the report definitions described above, single click on OK to execute the report. The report will appear in a report window. An example is shown below:



Franklin County
Class and FTE Summary Report
Public Defender
2003 Baseline Projection {DAS} -- Jan 2003 to Dec 2003

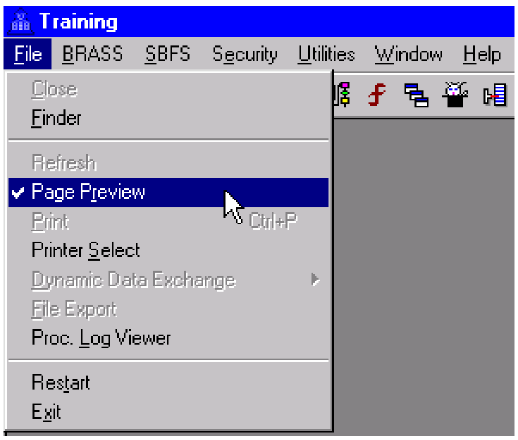
Class Code & Name	Count	FTE	Salary	Suppl.	RET	INS	LONG	UNIF	Other	Statutory	Total
65 PUBDEF -- PUBLIC DEFENDER											
65A1 -- CLIENT SERVICES											
65A101 -- APPEALS PROGRAM											
65A003 00 Attorney III	7	7.00	187,716	0	25,416	35,028	0	0	0	4,536	252,696
65N014 00 Social Worker I	7	7.00	136,500	0	18,492	35,028	0	0	0	3,300	193,320
Total APPEALS PROGRAM	14	14.00	324,216	0	43,908	70,056	0	0	0	7,836	446,016
65A102 -- COMMON PLEAS PROGRAM											
65A003 00 Attorney III	12	12.00	608,400	0	82,368	60,048	0	0	0	14,688	765,504
65N014 00 Social Worker I	27	27.00	1,566,132	0	212,244	135,108	0	0	0	37,836	1,951,320
Total COMMON PLEAS PROGRAM	39	39.00	2,174,532	0	294,612	195,156	0	0	0	52,524	2,716,824
65A105 -- JUVENILE GUARDIAN AD LITEM PROG											
65A003 00 Attorney III	19	19.00	748,296	0	101,316	95,076	0	0	0	18,072	962,760
65N014 00 Social Worker I	21	21.00	629,916	0	85,368	105,084	0	0	0	15,180	835,548
Total JUVENILE GUARDIAN AD LITEM P	40	40.00	1,378,212	0	186,684	200,160	0	0	0	33,252	1,798,308
65A106 -- MUNICIPAL COURT PROGRAM											
65A003 00 Attorney III	35	35.00	1,486,428	0	201,324	175,140	0	0	0	35,904	1,898,796
65N014 00 Social Worker I	13	13.00	609,576	0	82,596	65,052	0	0	0	14,700	771,924
Total MUNICIPAL COURT PROGRAM	48	48.00	2,096,004	0	283,920	240,192	0	0	0	50,604	2,670,720
Total CLIENT SERVICES	141	141.00	5,972,964	0	809,124	705,564	0	0	0	144,216	7,631,868

You can use the bottom scroll bar to see the fields to the right or the right side scroll bar to see the programs below if they do not fit on one screen.

Once the report is displayed, it can be viewed on the screen or printed if your computer is connected to a printer.

Page Preview (BRASS and SBFS Reports)

Additional formatting on the screen is possible to BRASS and SBFS reports prior to printing if Page Preview is active in the File menu **prior to running the report**. To activate Page Preview, click File on the main menu and then click on Page Preview. This function is activated when you see a check mark next to Page Preview, as seen below:



Note: By activating the Page Preview function prior to printing, you will be able to adjust the size of the report and the page margins after the report is displayed.

After Page Preview has been activated, run the report according to the instructions provided previously in this section.

Franklin County
Where Government Works

Basic BRASS Instructions

Section 7 – BRASS Ranking

Overview

BRASS includes a "Ranking Module" that allows agencies and budget decision makers, such as Agency Directors, the County Administrator and the County Commissioners, to establish and review priorities for budget requests.

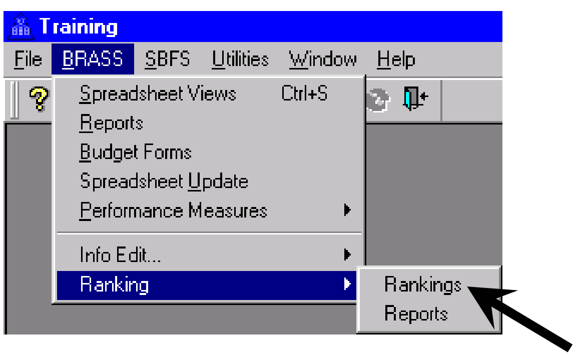
Objectives

By the end of this topic, you will be able to:

- Understand the Ranking Module and be able to establish priorities for requested decision package forms.
- Print Ranking Reports

Accessing the Ranking Module

The ranking module is accessed through the BRASS Main menu when a user has access to ranking through their User Profile. Select "Ranking" from the BRASS drop down menu, and then "Rankings" from the Ranking dropdown menu. The menu choice is shown below:

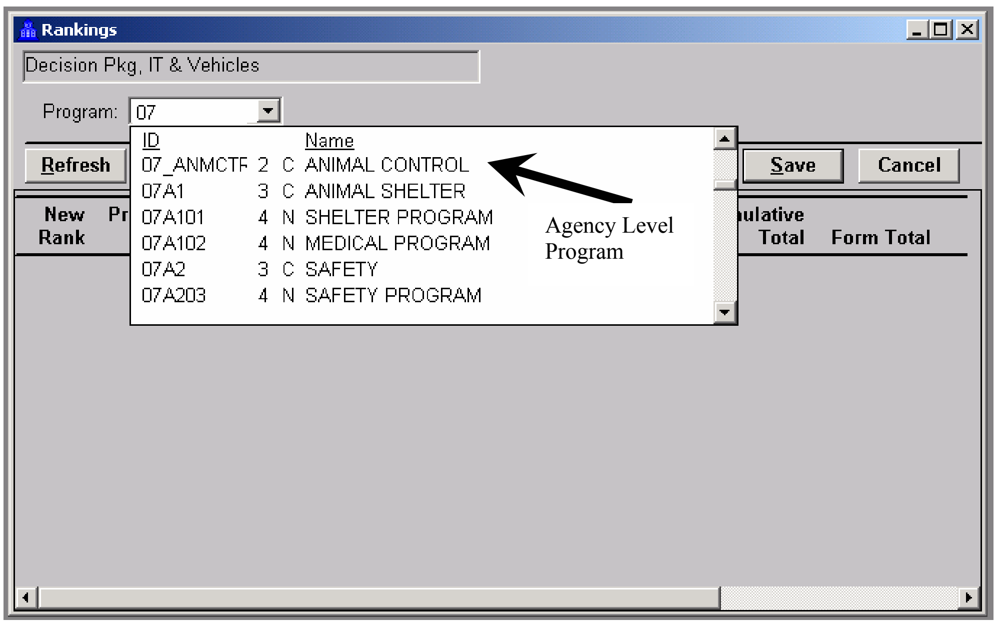


Ranking Selection Screen

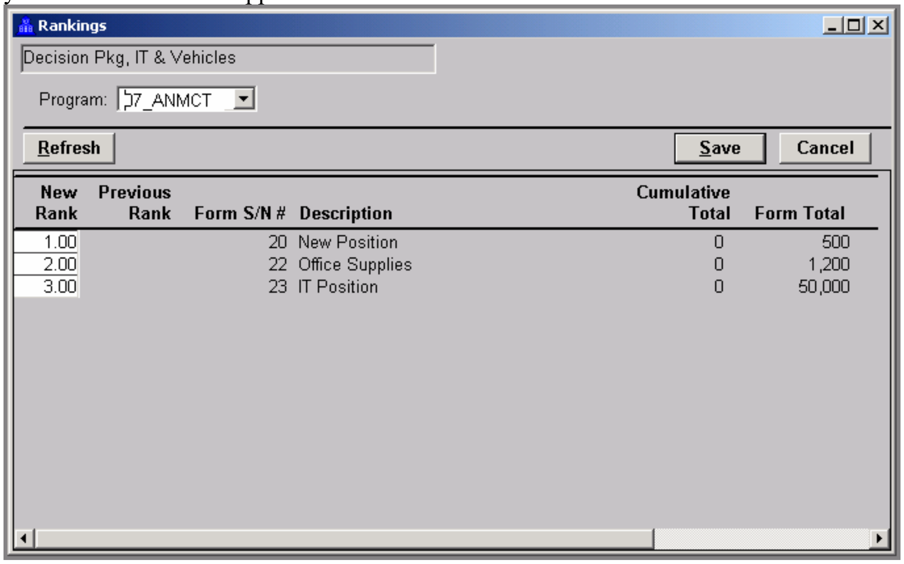
The ranking feature in BRASS is used to assign priority numbers to budget requests. The rankings of BRASS decision packages (decision packages, IT requests and vehicle requests) are at the Agency level.

Highlight the desired ranking definition that is to be accessed and click OK.

When the Ranking Screen opens, enter the agency level program in the field from the dropdown list. The consolidating agency level program should be the first program in the dropdown list and can be identified by the agency number, underscore, abbreviated agency name (i.e. 07_ANIMCTRL). You will only see Programs that your User Profile permits you to access.

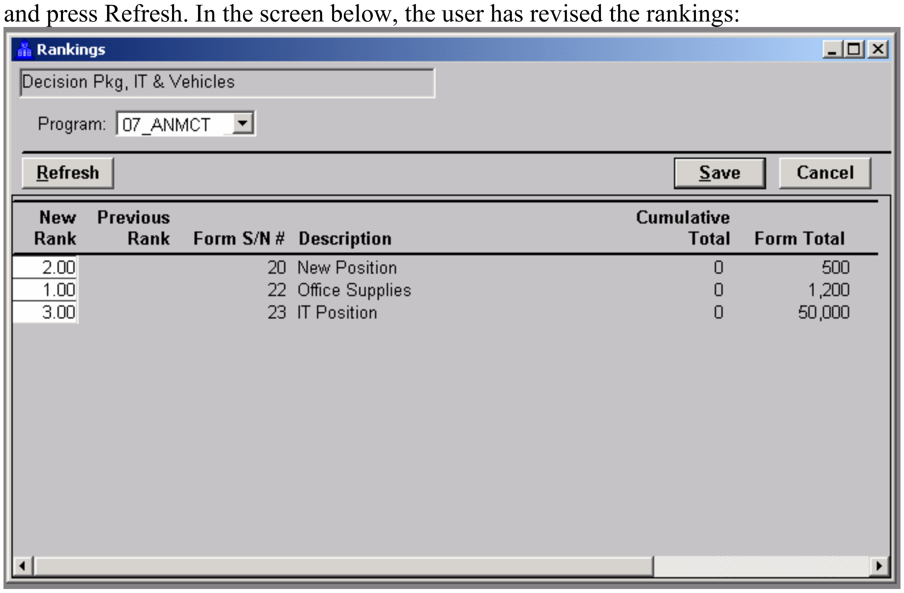


After you have selected the Program, the Cut-Off button and the Posting Column field will disappear and a listing of decision package, IT request, and vehicle request forms for the Program you have selected will appear:

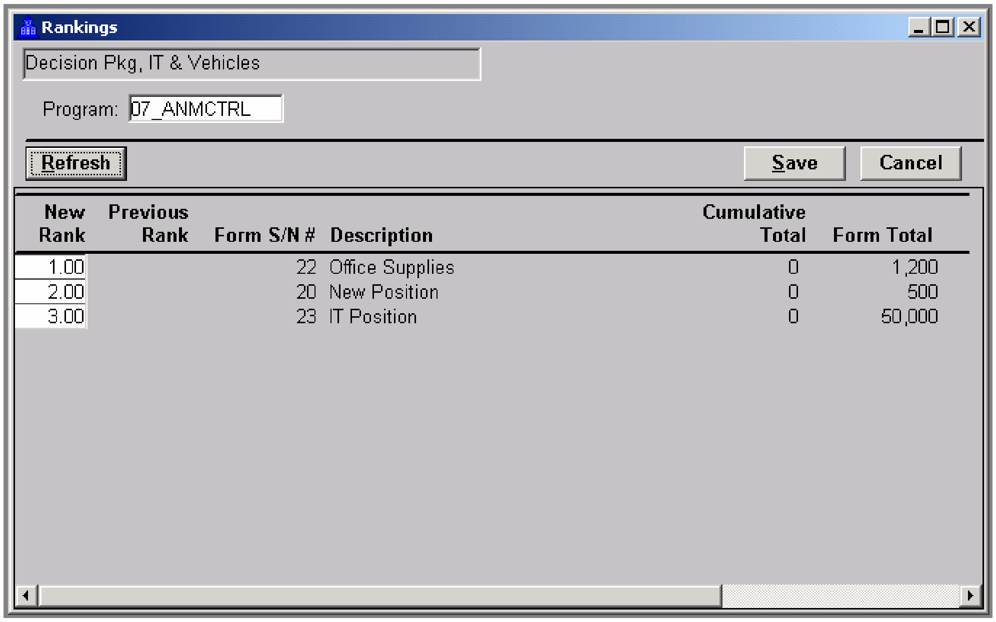


Only General Fund decision packages are included in the Cumulative Total column. The total cost included on each budget form for the current budget year will appear in the "Form Total" column on the far right.

To change the ranking of your requests, simply enter the new ranking in the New Rank column and press Refresh. In the screen below, the user has revised the rankings:



After pressing Refresh, the rankings are revised, as shown below:



If you want to reorder a request between two others without re-ranking all of the requests, simply enter a ranking number between the two using decimals (i.e., 0.5, 1.5, etc). After pressing Refresh, the rankings will be revised.

For example, to move a budget form that is currently ranked #3 to #2, enter a number between 1 and 2. By entering 1.5 in the New Rank column, the form will move between #1 and #2 when the "Refresh" button is executed.

When your ranking priorities are arranged the way that you desire, click Save.

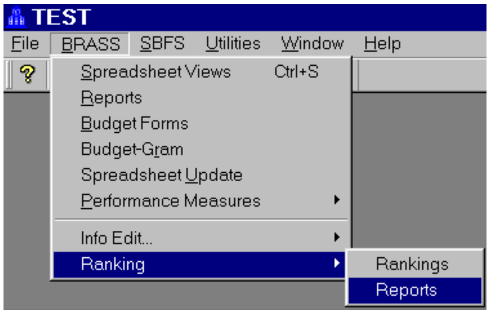
Ranking Module Reports

The ranking module contains a suite of three reports. The reports are very similar to each other except that they look at different sets of rows:

Approved Budget Lines (Above the line items)
Not Approved Budget Lines (Below the line items)
All Budget Lines (Above and Below the line items)

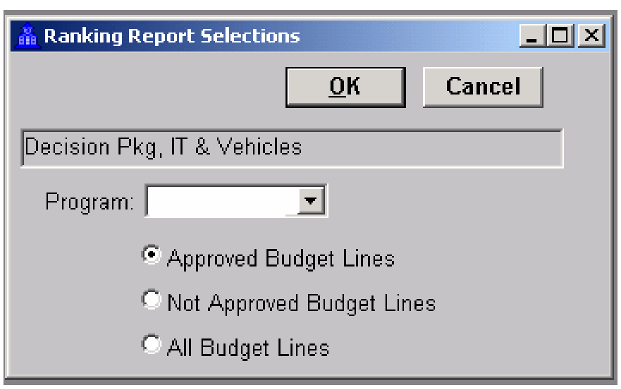
Because the budget requests will not be "approved" until later in the process, the first two reporting options are not applicable to agency users. Therefore, **all agencies should use the third reporting option "All Budget Lines"**.

These reports are not accessed through the normal BRASS reporting mechanism. To access the Ranking Reports, select Reports from the BRASS→Ranking menu:

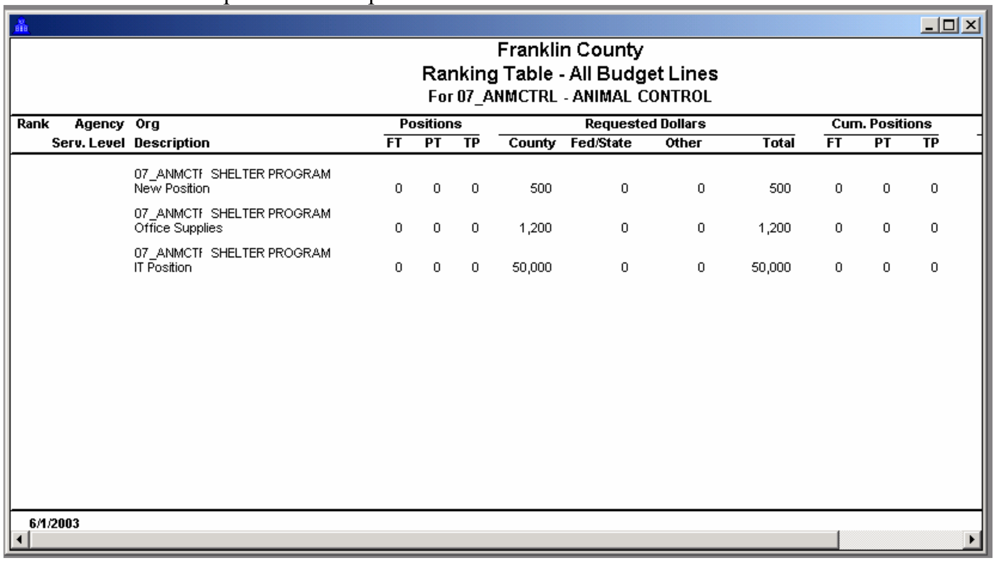


Select a report definition from the list that shows in the report selection window:

Once a report is identified, the second screen is used to specify a Program and the desired report format.



After entering an agency level Program and selecting the third report format, All Budget Lines, click OK to run the report. An example is shown below:



Franklin County
Ranking Table - All Budget Lines
For 07_ANMCTRL - ANIMAL CONTROL

Rank	Agency Serv. Level	Org Description	Positions FT	Positions PT	Positions TP	Requested Dollars County	Requested Dollars Fed/State	Requested Dollars Other	Requested Dollars Total	Cum. Positions FT	Cum. Positions PT	Cum. Positions TP
		07_ANMCTI SHELTER PROGRAM New Position	0	0	0	500	0	0	500	0	0	0
		07_ANMCTI SHELTER PROGRAM Office Supplies	0	0	0	1,200	0	0	1,200	0	0	0
		07_ANMCTI SHELTER PROGRAM IT Position	0	0	0	50,000	0	0	50,000	0	0	0

6/1/2003

Franklin County
Where Government Works

BRASS Training

Section 8 – BRASS Tips

BRASS Tips

- Enter Key – In **BRASS**, the enter key found on your keyboard usually responds by saving the active screen. The user will remain in the active screen.
- Undo – There is **NO** undo in BRASS.
- Cut – Highlight the area that you want to cut and press Ctrl and X at the same time.
- Copy – Highlight the area that you want to copy and press Ctrl and C at the same time. Updates to BRASS enable users to also copy utilizing the right button of the mouse (in some instances).
- Paste – Place your cursor where you want to paste and press Ctrl and V at the same time. Updates to BRASS enable users to also paste utilizing the right button of the mouse (in some instances).
- Arrow keys – We do not recommend using the arrow keys to move around in budget forms. If the cursor is on a field with a drop down menu, using the arrow keys will change the selection.
- Widening and Narrowing Columns – Columns can be narrowed by putting the cursor in the column headings to the right side of the column you want to change. When the cursor changes shape, hold the left mouse button down and drag the vertical line right or left to change the width of the column.
- Eliminating Split Screen – Forms frequently open up with a scroll lock for the first two columns. To remove the scroll lock, place your cursor at the bottom between the two scroll bars. When it changes shape, hold the left mouse button down and drag the vertical line to the left edge of the window.
- Apply vs. Save – Use apply when you want to save a request but remain in the active screen/budget form. Use Save when you want save and exit the active screen/budget form.

- Reason for Change – The information entered in the reason for change box will be linked to all changes since the last Apply or Save. If you want a different reason for each change, click on Apply after each change and you will be prompted to enter a reason each time.

- To Eliminate Saving a Budget Form Accidentally – Enter a blank row when entering a budget form to ensure that you do not save the form until you are ready. When you hit save, it will result in an error until you eliminate the blank row.

- Data Sort – Clicking on column headers in budget forms sorts the data according to the selected column.

- Deleting Contents of a Cell within a Budget Form – Once you have entered a number in a cell, the BRASS system expects to find a number there. Thus, if you enter a number in a cell and later find that you want to remove it, you must enter a zero in that cell.

- Justification Tab within a Budget Form – To skip a line, hit Control/Enter.

Need Help? Who to Call…

System Administrator (BRASS):
Bill Ubbing 462-5862 or wjubbing@co.franklin.oh.us
For BRASS software application problems, including userID and password; security access to forms, columns, SBFS, stages, error messages, etc.;

Data Center:
Help Desk 462-3282
For Hardware/Software Problems including BRASS connectivity (BRASS won't open when clicking on the icon) and printer problems (reports won't print when executed)

OMB Analysts:
Bob Byrne 462-3354
Doug Cahill 462-5330
Amy Funk 462-5378
Sherri Hall 462-5861
Vicky Hugo 462-4652
Rick McGivern 462-5580
Dave Nadolny 462-2519
Bill Ubbing 462-5862

For general budget questions including procedures, training, org structure, due dates, etc.

BRASS Icon Setup Adjustment

If your BRASS icon / shortcut does not start the BRASS application:

- Click the START button and select: RUN
- Type: \\fcdcbrass\brass-32 and then: OK
- Find the BRASS-32.EXE icon: 

- Press and hold the RIGHT mouse button on the BRASS-32.EXE icon.
- Drag the icon to your desktop and let go of the mouse button.
- Choose "Create Shortcut Here".

You will now have a functional BRASS icon on your desktop. If you now have two icons, you may delete the ‘old’ icon at this time. If unable to delete, your I.T. Administrator, who has administrative rights to your PC, may need to delete it for you.

Franklin County
Where Government Works

Basic BRASS Instructions

Section 9 – Glossary

Glossary

Accountability – The County government is willing and able to tell taxpayers what results have and have not been accomplished and why.

Agency – A separate unit of County government established to deliver services to citizens.

Allocation – The distribution of appropriations/expenditures to multiple programs. Percentage allocations are established within the SBFS/payroll to allocate personnel expenses to specific programs.

Annualize – Taking charges that occurred as of a certain point in the year and calculating their cost for a full year.

Apply – A button in BRASS budget forms used to update a form. Use of this button saves the changes that have been entered, requests a "reason for change" and leaves the form open.

Appropriation – A legal authorization to incur obligations and to make expenditures for specific purposes.

Asset – Resources that are owned or held by a government and have monetary value.

Authorized Positions – Employee positions that are approved in the current budget.

Baseline Request - Budget form used to request appropriations necessary to continue your current level of services in the next fiscal year.

Beginning Cash (Fund) Balance – The amount of money in a fund at the beginning of the year.

BRASS – Budget Reporting and Analysis Support System – This is Franklin County's performance budgeting software.

Budget – A financial plan for a specified period of time indicating all planned revenues and expenses for that period.

Budgetary Control – The control or management of a government in accordance with the approved budget for the purpose of keeping expenditures within the limitations of available appropriations and resources.

<u>Budget Form</u> – Entry templates used in BRASS to enter information into the system.

<u>Budgeting for Results</u> – A budgeting process in which budget decisions are based on or influenced by performance information that describes the cost of producing a program and the results achieved for customers. This process integrates budgeting and accounting systems with department strategic business plans.

<u>Business Environment</u> - A budget narrative for a specific agency, comprised of a set of Strategic Issues that summarize the factors, trends and Community Indicators that will have a major impact on the agency and its customers over the next 2 to 5 years.

<u>Business Planning</u> – A process of inventorying services and grouping services with a common purpose into programs that allows a department to develop performance measures for programs. These programs are grouped into lines of business with identified results to be achieved. When a department integrates its one year business plan with its two to five year strategic plan, the result is a strategic business plan that allows for managing for results at the operational level.

<u>CAFR</u> – Comprehensive Annual Financial Report.

<u>Calculate</u> – A button in BRASS budget forms used to see the financial effect of the changes being made, i.e. calculating the salary and benefits costs when entering a new position.

<u>Capital Budget</u> – The appropriation of bonds or operating revenue for the construction of new facilities and infrastructure or for the improvements to existing facilities and other infrastructure.

<u>Capital Improvements</u> – Acquisition, expansion or rehabilitation of an element of the government's physical plant, sometimes referred to as infrastructure.

<u>Capital Improvements Program (CIP)</u> – A plan of capital improvements for each year over a fixed number of years to meet capital needs arising from the government's long-term needs.

<u>Capital Lease</u> – A lease that essentially transfers the benefits and risks of ownership of the leased capital asset to the lessee. There are four criteria, summarized below, of which one needs to be met to be considered a capital lease:

1. The lease transfers ownership at the end of the lease term.
2. The lease contains a bargain purchase option.
3. The lease term is equal to 75% or more of the life of property.
4. Present value of lease payment = 90% of fair value.

<u>Capital Outlay</u> – Fixed assets that have a value of $5,000 or more <u>and</u> have a useful economic life of more than one year, <u>or</u> assets of any value if the nature of the item is such that it must be controlled for custody purposes as a fixed asset.

<u>Capital Project</u> – Major construction, acquisition, or renovation activity that adds value to a government's physical assets or significantly increases their useful life. Also called capital improvement.

<u>Capital Reserve</u> – An account used to segregate a portion of the government's equity to be used for future capital project expenditures.

Cash – The actual money available. Resources/revenues in process of being collected or estimated to be collected are *not* cash.

Cash Basis – A basis of accounting in which transactions are recognized only when cash is increased or decreased.

Collective Bargaining Agreement – A legal contract between the employer and a verified representative of a recognized bargaining unit for specific terms and conditions of employment (e.g., hours, working conditions, salary, fringe benefits, and matters affecting health and safety of employees).

Columns **-** Periods of time (January, Current Year, Budget Request, etc.) or stages in the budget process (agency request, budget review, County Administrator's recommendation, etc.). Columns can also multi-post (example: baseline budget request + IT budget request = total agency request).

Commodities – Expendable items that are consumable or have a short life span. Examples include office supplies, gasoline, paper, and asphalt.

Community Development Block Grant (CDBG) – Grant funds allocated by the federal government's Department of Housing and Urban Development to Franklin County to fund a variety of projects and activities to benefit low- and moderate-income residents of the county who reside outside the city limits of Columbus.

Community Indicators – Verifiable information specific to an agency and/or community that impacts the demand for services.

Contingency – A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted. May also be used to reserve resources pending additional study/analysis for promising programs or ideas that need more development.

Contractual Services – Services rendered to a government by private firms, individuals, or other governmental agencies. Examples include utilities, rent, maintenance, and professional consulting.

Decision Packages - Budget forms that allow agencies to request additional budget dollars above the baseline request.

Debt Service – The cost of paying principal and interest on borrowed money according to a predetermined payment schedule.

Demand Measure – The number of total units of service/product demanded, required or needed by the customer over a defined period of time.

Depreciation – Expiration in the service life of capital assets attributable to wear and tear, deterioration, action of the physical elements, inadequacy or obsolescence.

Detail Box – A box in BRASS budget forms that appears when certain object codes are selected. Detail boxes have been set-up for items such as computers, printers, copiers, purchased professional services, and vehicles. The purpose of these boxes is to provide additional detailed information.

Disbursement – The expenditure of monies.

Efficiency – A calculation of a *total program expense / primary result or output*. An efficiency measure is stated in terms of dollars per output or result. A lower expense per result or output indicates a higher level of efficiency. The two efficiency measures utilized the most within the MFR process are output efficiency and result efficiency.

Efficiency Measure – The amount of resources required to produce a single unit of output or to achieve a certain result. Expressed as an average program cost per output or result.

Encumbrance – Budgeted funds committed for goods and services that have not yet been delivered or rendered. An encumbrance cannot be established if appropriations are not available.

Ending Cash (Fund) Balance – The amount of money in a fund remaining at the end of the year that is available for appropriation and expenditure in the next year.

Enterprise Funds – Funds that are accounted for in a manner similar to a private business. Enterprise funds usually recover their costs (including depreciation) through user fees.

Expenditure – The payment of cash on the transfer of property or services for the purpose of acquiring an asset, service, etc.

Family of Measures – The four categories of performance measures that Franklin County uses to measure the performance of a program. They include demand, output, result, and efficiency measures. They are referred to as a family because they are developed and used in relationship to one another. These measures tell this story for each program: "We will generate this result for this customer by producing these outputs (services), against this demand for those outputs, at this cost (efficiency)."

Fiscal Policy – A government's policies with respect to revenues, spending, and debt management as these relate to government services, programs and capital investment. Fiscal policy provides an agreed-upon set of principles for the planning and programming of government budgets and their funding.

Fiscal Year – A twelve-month period designated as the operating year for accounting and budgeting purposes in an organization. Franklin County's budget is based on a calendar fiscal year.

Fixed Assets – Assets of long-term character which are intended to continue to be held or used, such as land, buildings, machinery, furniture, and other equipment.

Fringe Benefits – Contributions made by a government to meet commitments or obligations for employee fringe benefits. Included are the government's share of costs for medical, dental, vision, mental health/chemical dependency, prescription and life insurance plans.

FTE – Full-Time Equivalent – A position converted to the decimal equivalent of a full time position based on 2,080 hours per year. A part time typist working for 20 hours per week (1,040 hours per year) is a 0.5 full time equivalent position.

Fund – A fiscal entity with revenues and expenses that are segregated for the purpose of carrying out a specific purpose or activity.

General Fund – The fund used to account for all financial transactions and resources except those required to be accounted for in another fund. Revenues are derived primarily from sales taxes, interest income, a local government allocation from the State of Ohio, property and other local taxes, licenses, permits, and charges for services.

General Obligation (GO) Bond – This type of bond is backed by the full faith, credit and taxing power of the government.

Generally Accepted Accounting Principles (GAAP) – Uniform minimum standards for financial accounting and recording, encompassing the conventions, rules, and procedures that define accepted accounting principles. The County's Comprehensive Annual Financial Report outlines adjustments needed to convert Franklin County's budget basis of accounting to a GAAP basis.

GFOA – Government Finance Officers Association.

Governmental Fund Types – Most of the County's governmental functions are accounted for in Governmental Funds. These funds measure changes in financial position, rather than net income. Governmental fund types include the General Fund, Special Revenue Funds, Debt Service Fund, and Capital Project Funds.

Grant – A contribution by a government or other organization to support a particular function.

Indirect Cost – A cost necessary for the functioning of the organization as a whole, but which cannot be directly assigned to one service.

Infrastructure – The physical assets of a government (e.g., roads, bridges, water, sewer, and public buildings).

Inputs – The volume of resources used to provide a program. Inputs are typically stated in terms of dollars or hours, but are sometimes stated in terms of people or material resources. Input information is maintained internally, but is not reflected in the strategic business plan.

Interfund Transfers – The movement of monies between funds of the same governmental entity.

Intergovernmental Revenue – Funds received from federal, state and other local government sources in the form of grants, shared revenues, and payments in lieu of taxes.

Internal Service Charges – The charges to user organizations for internal services provided by another government agency, such as data processing, or insurance funded from a central pool.

Internal Service Funds – These funds are used to account for financing of goods or services provided by one department or agency to other departments or agencies of the County, or to other governments, on an allocated cost recovery basis. Public Facilities Management's Telecommunications Fund used to track the voice mail platform revenues and expenses is an example of an Internal Service Fund.

Key Result – A performance measure that is directly related to the line of business purpose statement and that measures the impact the line of business has on citizens/customers.

Lapsing Appropriation – An appropriation made for a certain period of time, generally for the fiscal year, not expended by the end of the specified period.

Levy – To impose taxes for the support of government activities; usually associated with various taxes on property.

Level of Service - This is a primary performance indicator utilized to analyze program performance data. This is a calculation of: primary *output / demand*. This ratio directly reflects the number of customers that receive a service compared to the number of customers that request and/or is required to receive a service. Level of service at 100% would indicate that the service demand was completely satisfied. Example: *961 home safety repairs/modifications completed (output) / 961 home safety repairs/modifications requested (demand) = 100% level of service*.

License and Permit Fees – Fees paid by citizens or businesses in exchange for legal permission to engage in specific activities.

Line of Business – A set of programs that have a common purpose, objective and results. Lines of business provide performance information for strategic decision-making.

Lines - Lines in BRASS are displayed as rows. Lines represent objects of expenditure, revenue sources, performance measures and other non-financial units of measure (i.e. numbers of positions). The Lines table also includes multi-posting roll-ups and summary codes (i.e. total personnel costs combines the lines for different salary and benefit objects). Expenditure and revenue source lines in BRASS are the same object codes established in MUNIS, the County's financial system. In BRASS, Lines are the same as Objects.

Long-term Debt – Debt with a maturity of more than one year after the date of issuance.

Location – A detail level within the org structure used to identify a further breakdown of a program, such as a facility or grant. In BRASS, locations, based on org structures, have also been set up as a separate hierarchical element.

Managing for Results – Occurs when an entire organization, its management system, the people who work there and the organizational culture are focused on achieving results for the customer. Managing for results makes it possible to make good business decisions based on performance and makes it possible for a department to demonstrate accountability for results.

Mandate – Legislation passed by the state or federal government requiring action or provision of services and/or programs.

Mill – The property tax rate that is based on the valuation of property. A tax rate of one mill produces one dollar of taxes on each $1,000 of assessed property valuation.

Mission – A clear, concise statement of purpose that depicts the overall purpose of the Agency/Department. The mission focuses on the broad, yet distinct, results the department will achieve for its customers.

Object – Expenditure, revenue source, performance measure or other non-financial unit of measure (i.e. numbers of positions). Objects also include multi-posting roll-ups and summary codes (i.e. total personnel combines different salary and benefit objects). Expenditure and revenue source objects in BRASS are the same object codes established in MUNIS, the County's financial system. In BRASS, Objects are the same as Lines.

Obligations – Amounts that a government may be legally required to meet out of its resources. They include not only actual liabilities, but also properly established encumbrances, which have not yet been paid.

Operating Revenue – Monies that the government receives as income to pay for ongoing operations. It includes such items as taxes, fees from specific services, interest earnings, and grant revenues. Operating revenues are used to pay for day-to-day services.

Operating Expenses – The cost for personnel, materials and equipment required for an organization to function.

Org – A coding structure used in MUNIS and BRASS to identify a specific fund, agency, program, and location.

Output Measure – A performance measure that indicates the number of units of service or product delivered to the customer.

Percent (%) Result - This is a primary performance indicator utilized to analyze program performance data. This is a calculation of: *result / output*. The percentage directly reflects the number of outputs that achieve the desired result(s). A higher percentage indicates a higher level of effectiveness. Effectiveness at 100% would indicate that all outputs met the desired impact for the customer. Example: *822 home safety repairs and modifications completed on time and within standards (result) / 961 home safety repairs and modifications completed (output) = 85.5% effectiveness*.

Performance Budgeting - A structured method that links measured results with funding allocations. This structure supports informed funding allocation decisions by identifying performance expectations and allowing decision makers to understand the results that can be achieved through different levels of spending.

Performance Checklist - A list of criteria that are used to gauge the impact of a budget request or recommendation on the program's level of service, result, output-efficiency, and result-efficiency.

Performance Management – This systematic process is represented through an organization planning, budgeting, forecasting, reporting and analyzing information so as to improve effectiveness and efficiency. Performance management includes organizational strategic planning and setting expectations, continually monitoring and analyzing performance, developing the capacity to perform, periodically rating performance in a summary fashion, and rewarding high-quality performance.

Performance Measures –Measures that describe the information managers and other decision-makers need in order to make good, informed business decisions.

Personal View - A spreadsheet view that a user creates for his or her own purposes.

Posting to BRASS - Posting a SBFS Projection to BRASS to be included in columns, spreadsheet views, and reports.

Primary Demand - This primary performance measure should stand alone as a general demand measure that reflects the *total* number of customers requesting/needing service or the *total* amount of service requested. This measure can be developed from aggregating a set of detailed demands. Primary demands are usually expressed in numbers and should align with (be the same unit of measure as) the Primary Output.

Primary Output - This primary activity measure should stand alone as a general output measure that reflects the *total* number of customers receiving service or the *total* amount of service provided. This measure can be developed from aggregating a set of detailed outputs. Primary outputs are usually expressed in numbers and should align with (be the same unit of measure as) the Primary Demand.

Primary Output Efficiency - This is a primary performance measure that is the calculation of: *actual total program expenditures / actual primary output* **or** *total program budget / budgeted primary output*. The primary output efficiency measure is stated in terms of dollars per output. Example: *$347,000 actual program expenditures (total program expenditures) / 961 home safety repairs/modifications (actual primary output) = $361.08 per repairs/modifications (primary output efficiency)*.

Primary Performance Indicators - A structured set of performance measures that are used to present budgeted, actual, and projected program performance information and program expenditures as part of the performance-based budgeting process. The set of primary performance indicators used in the performance-based budgeting process are level of service, % result, productivity, output efficiency, and result efficiency.

Primary Performance Measures - As part of the County's Managing for Results Program, performance measures have been defined for each program. The most important measure in each agency has been named the primary performance measure and includes the demand, output, result and two efficiencies for that measure. This provides a comprehensive measure of the total program activity.

Primary Result - This primary activity measure should stand alone as a general result measure that reflects the impact or benefit received by the customer as a result of receiving services from a program. This measure can be developed from aggregating a set of Secondary results. Primary results should align with (be the same unit of measure as) the Primary Output and Primary Demand. Primary results are usually expressed in ratios/percentages; however, they are not limited to this statistic. Some primary results may be expressed as a certain threshold level (i.e., $75,000) or in conjunction with an established, accepted and reasonable performance standard specific to program or agency operations. For example, if an agency receives 100 requests for service and processes all the requests, the demand, output and level of service % all equal 100. However, if only 90 of the 100 requests are processed within an internal time standard of 30 processing days, then the primary result and result % are both equal to 90.

Primary Result Efficiency - This is a primary performance measure that is the calculation of: *actual program expenditures / actual primary result* **or** *total program budget / budgeted primary result*. The primary result efficiency measure is stated in terms of dollars per result. Example: *$347,000 actual program expenditures (total program expenditures) / 822 home safety repairs/modifications completed on time and within time standards (primary result) = $422.14 per repairs/modifications completed on time and within standards (primary result efficiency)*.

Productivity – A means of measuring performance by FTE. This is a calculation of: *primary result / FTE in program*. A larger ratio indicates a greater level of productivity. Example: *822 home safety repairs/modifications completed on time and within standards (primary result) / 3.0 (FTE) = 274.0 productivity (results per FTE)*.

Program - A set of services grouped together to meet a common purpose or result for the customer.

Program Budget – A budget that allocates money to a program or set of services a government delivers rather than to specific line items of cost or to specific organizations. Each program has a defined set of services and objectives. The effectiveness and efficiency of the program are evaluated by performance measures.

Projection Snapshot - Projecting and reporting salary and benefit costs for a period of time and for a specific program.

Proprietary Fund Types – Proprietary Funds account for County activities that are similar to private sector businesses. These funds measure net income, financial position and changes in financial position. Proprietary fund types include enterprise and internal service funds.

Public View - A spreadsheet view that has been prepared and formatted by OMB for use by any BRASS user in Franklin County.

Purchase Order – A contract for the provision of goods and services. The money necessary to fulfill this obligation is reserved by an encumbrance.

Purpose Statement – Defines the name of the program or line of business, a summary of the services provided, who the immediate customer group is, and the intended results to be experienced by that customer/community as a consequence of having received the services. Example: "The purpose of the (program / line of business) is to provide (primary services) services to Customer(s) so they can (result / impact for the customer)," ©Weidner Consulting, Inc.

Ranking – Establishing prioritization of Budget Forms. Generally performed by a single user in an agency.

Ranking Selection – A list of ranking form groups, including IT Requests Ranking, Vehicle Requests Ranking, Budget Requests – Groups A-D, and Permanent Improvement Ranking. Each ranking form group has been defined to include a set of various types of budget forms. For example, the IT Requests Ranking will only include IT budget forms.

Report – Pre-generated templates in BRASS used to display information that can be run by end-users at different levels of detail.

Report Definition Screen - Window that allows user to select the data to be included in the report.

Reserve – An account used to set aside budgeted revenues that are not required for expenditure in the current budget year or to earmark revenues for a specific future purpose.

Resolution – An order of a legislative body.

Resources – Total amounts of cash available for appropriation including estimated revenues, fund transfers, and beginning cash balances.

Result Measure – A performance measure that gauges the impact or benefit that the customer experiences as a consequence of receiving the services or products. Results are expressed as a percentage or rate.

Revenue – Sources of income financing the operations of government.

Revenue Bond – This type of bond is backed only by the revenues from a specific enterprise or project, such as a hospital or nursing home.

Self-Insurance – Self-funding of insurance losses.

Save – A button in BRASS used to record changes ***and*** to exit the active screen/budget form.

SBFS - Salary and Benefits Forecasting System.

Secondary Demand - These activity measures can be the detailed categorization of a primary demand or they can be a totally different set of products or units of service demanded/needed by the customer that is deemed important for consideration by decision makers.

Secondary Output - These activity measures can be the detailed categorization of a primary output or they can be a totally different set of products or units of service provided to the customer that is deemed important for consideration by decision makers.

Secondary Performance Measures - These program activity measures (outputs, demands, and results) can be the categorization of primary performance measures, or they can be different performance measures (outputs, demands, results) that reflect separate program activity that is deemed important for consideration by decision makers.

Secondary Result - These activity measures can be the detailed categorization of a primary result or they can be a totally different set of performance measures that reflect(s) the impact or benefit received by the customer as a result of receiving services from a program that is deemed important for consideration by decision makers.

Services - The deliverables or products that a customer receives. Services should be described as nouns, not verbs, to define the services in terms of what the customer receives rather than the tasks that are completed by program staff.

Source of Revenue – The classification describing the point of origin of revenues.

Special Revenue Fund – A fund used to account for receipts from revenue sources that have been earmarked for specific activities and related expenditures.

Spreadsheet Views - A flexible tool in BRASS used to organize and display data in a spreadsheet.

Stages - The means by which forms move through the approval process. Generally, each step in the budget preparation process corresponds to a stage in BRASS. The stages begin with the initial entry and submission, continue through OMB review, County Administrator review, the Recommended Budget submission to the Board of Commissioners and end with the final adopted budget.

Stakeholder Review – Feedback from organizations and individuals, both internal and external to Franklin County, who have an interest in County services and their success, that is utilized to enhance the development and review of Strategic Business Plans. Stakeholders can include, but are not limited to: citizens, clients, county staff, elected officials, other community businesses, economic development organizations, private funding organizations, and others.

Strategic Business Plan – A Strategic Business Plan sets forth the purpose, strategic results, operational organization and performance expectations for a department. It provides information to department staff, corporate decision makers, elected officials and the public about how the department is organized to deliver results and what results the department is expected to achieve.

Strategic Issues – A major issue or trend that impacts an agency. Strategic Issues should be supported by Community Indicators and be specific to an aspect of agency operations.

Strategic Results – A set of statements clearly identifying what actions an agency must take over the next 2 to 5 years to proactively respond to the Strategic Issues identified within their respective Business Environment. These results require significant efforts (versus business-as-usual) and provide the basis for evaluating the agency as a whole.

Supplemental Appropriation – An additional appropriation approved by the governing body after the fiscal year has started.

Taxes – Compulsory charges levied by a government for the purpose of financing services performed for the common benefit of the people.

Transfers In/Out – Amounts transferred from one fund to another to assist in financing the services for the recipient fund.

Unencumbered Cash Balance – The amount of cash that is neither expended nor encumbered. It is the amount of money still available for future purposes.

Unreserved Fund Balance – The portion of a fund's balance that is not restricted for a specific purpose and is available for general appropriation.

User Fees – Charges for services paid by those actually benefiting from the service.

Voucher – An authorization to pay for goods and services received. A vendor invoice generally accompanies a voucher. The vendor invoice provides proof that the goods or services were received in accordance with the contractual agreement and that payment is due. The payment of the voucher results in an expenditure.

Zoom - A function in spreadsheet views that allows a user to see the audit trail for a specific cell.